QUEENS COLLEGE

PAULINE LEWIS HAYWORTH COLLEGE

HUGH L. MCCOLL JR. SCHOOL OF BUSINESS

1998–99 CATALOG

JULY 1998 • VOLUME 20

DIRECTIONS TO QUEENS COLLEGE

FROM I-85 AND THE AIRPORT

Take Billy Graham Parkway exit, South. At the intersection of the Parkway and S. Tryon the name of the Parkway changes to Woodlawn Road. Continue on Woodlawn Road to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left on Selwyn Avenue to Queens College. Turn left into the horse-shoe driveway.

FROM I-77

Take Woodlawn/Queens College exit, South. Continue on Woodlwayn to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left onto Selwyn Avenue to Queens College. Turn left into the horse-shoe driveway.

For more information, call 704/332-7121.

QUEENS COLLEGE

Pauline Lewis Hayworth College
Hugh L. McColl Jr. School of Business
1998–1999 Catalog

Hayworth College

Undergraduate Programs
- Bachelor of Arts Degree (BA)
- Bachelor of Science Degree (BS)
- Bachelor of Science in Nursing Degree (BSN)

Graduate Programs
- Master of Arts in Teaching (MAT)
- Post-baccalaureate Teacher Licensure in Elementary and Secondary Education
- Master of Science in Nursing (MSN)

McColl School Graduate Programs

- Evening Master of Business Administration (MBA)
- Executive Master of Business Administration (EMBA)

Queens College adheres to the principal that all persons shall have equal opportunity and access to its educational facilities, activities and employment. It does not discriminate on the basis of race, sex, creed, age, ethnic or national origin, or handicap in the administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other college-administered programs.

July 1998

Printed In Canada

ACADEMIC CALENDAR 1998–99

The Hayworth College and the McColl School of Business operate under a trimester calendar. The academic year includes fall, spring and summer terms. The College of Arts and Sciences (CAS) operates on a different calendar, which can be found in the CAS Catalog.

Term I (Fall Term 1998)

July 15	Registration Begins
Wednesday, August 26	Day Classes Begin(M–F before 5 P.M.)
Wednesday, September 1	Drop/Add Ends for Day classes
Monday, September 7	Labor Day Holiday
Tuesday, September 8	Evening/Weekend Classes begin
Tuesday, September 22	Drop/Add Ends for Evening/Weekend Classes and Last day for 100% Refund
Tuesday, October 20	Last day to Withdraw or change P/N
November 24–29	Thanksgiving break
Monday, November 30	Classes resume
Tuesday, December 8	Last Day Class
Thursday, December 10	Last Evening/Weekend Classes
December 11–17	Evening/Weekend Class Exams
December 10–16	Day Class Exams

Term II (Spring Term 1999)

November 15, 1998	Registration Begins
Wednesday, January 6, 1999	Day Classes (M–F before 5pm) begin
Friday, January 8	Evening/Weekend classes begin
Friday, January 22	Drop/Add ends
Tuesday, March 2	Last day to withdraw or change P/N
March 8–13	Spring break
Monday, March 15	Classes resume
Friday/Saturday April 2 & 3	Easter Holidays
Sunday, April 4	Easter
Saturday, April 17	Evening/Weekend Classes end
April 19–24	Evening/Weekend Class Exams
Tuesday, April 20	Day Classes end
April 22–28	Day Class Exams
April 23	Senior Grades Due
Thursday, April 29	Hayworth College Awards Ceremony
Friday, April 30	Baccalaureate, 4 P.M.
Saturday, May 1	Commencement, 10 A.M.

Summer Term 1999

Monday , May 10	Graduate classes begin
Monday, May 17	Undergraduate classes begin
July 2 & 3	Holiday
August 5	Classes end
August 6 & 7	Graduate exams
August 6–12	Undergraduate exams

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INTRODUCTION TO QUEENS COLLEGE

Located in a pleasant and historic residential area of Charlotte, North Carolina, Queens College is a private college with close ties to the Presbyterian Church. Since its founding in 1857, Queens has evolved into a diversified institution of higher education serving a variety of learners. Some 1,600 degree-seeking men and women of all ages are enrolled in Queens through:

- **College of Arts and Sciences,** a coed undergraduate program that emphasizes the traditional liberal arts;
- **Pauline Lewis Hayworth College,** which provides both undergraduate and graduate programs for working men and women who want to earn a degree by taking classes in the evenings or on weekends; and
- **Hugh L. McColl Jr. School of Business,** offering courses leading to the Master of Business Administration degree in both traditional and executive formats. The McColl School also provides majors for the College of Arts and Sciences and Hayworth College.

In addition, **Queens Continuing Education** provides life-long learning opportunities through a non-degree program which offers a wide variety of personal and professional enrichment courses for the Charlotte community.

This Catalog describes the undergraduate and graduate programs of the Hayworth College and the graduate programs of the McColl School of Business. A separate Catalog describes the College of Arts and Sciences.

STATEMENT OF PURPOSE

Queens College, private and Presbyterian, is a diversified, co-educational, liberal arts college. The college is a community of learning which engages students in the concepts of a liberal education and its methods of inquiry, fosters an appreciation for intellectual discipline, prepares students as responsible and productive citizens and challenges them to a life of intellectual curiosity and moral vision. To achieve this purpose, Queens integrates the human experience through an interdisciplinary approach to learning which emphasizes knowledge, creativity and critical thinking. Within the context of the Judeo-Christian heritage, Queens College seeks coherence among liberal learning, cultural awareness and international understanding, career preparation and ethical sensitivity.

ACCREDITATION

Queens College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the following degrees: Bachelor of Arts (BA), Bachelor of Music (BM), Bachelor of Science (BS), Bachelor of Science in Nursing (BSN), Master of Business Administration (MBA), Master of Arts in Teaching (MAT), and Master of Science in Nursing (MSN).

The business programs in the McColl School of Business are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction have fully accredited the education program.

The nursing program is accredited by the National League for Nursing and is approved by the North Carolina State Board of Nursing.

The National Association of Schools of Music and the National Association of Music Therapy have accredited the college's programs in music.

Queens College is a member of the Conference of Southern Graduate Schools and is approved for veterans' education.

HISTORY

Queens College was founded in 1857 and in 1914 moved to its present campus in the Myers Park residential area. In 1930, Queens became related to the Presbyterian Church, and now has ties to both the South Atlantic and the Mid-Atlantic synods.

In 1979 the traditional liberal arts college at Queens was named The College of Arts and Sciences. This program became coeducational in 1987. In 1979, New College, the forerunner to the Hayworth College, was inaugurated as a coeducational evening undergraduate program designed for working adults. In 1995 New College was renamed the Pauline Lewis Hayworth College.

Queens' first masters degree program, the master of business administration, was begun in the spring of 1980. The master of arts in teaching was added in 1992. The Hugh L. McColl Jr. School of Business was established in 1993 to unify and strengthen the college's programs in accounting and business administration. The master of science in nursing was added in 1998.

THE CAMPUS

Queens College is located on a wooded campus in the Myers Park area of Charlotte. Its Georgian buildings, many of them constructed in 1914 when the college was moved to this site, have been extensively remodeled. The architectural motif of red brick with white trim has been incorporated in the more modern buildings. Principal buildings include the following:

Burwell Hall (1914), the focal point of the campus, faces Selwyn Avenue. In addition to administrative offices, the building houses the McInnes Parlors which provide a spacious reception area for guests and social events. Robert Burwell served as president of the Charlotte Female Institute from 1857 to 1872, and his wife, Margaret Anna Burwell, was a teacher and principal.

McEwen Hall (1914) was renovated in 1989. The building, named for the late Dr. Mildred Morse McEwen, alumna and professor emeritus of chemistry, includes classrooms, faculty offices, the Writing Center, and the International Experience Office.

Jernigan Building (1914) houses classrooms, the Business Office, the student bank and the Office of Student Development. Dr. Charlton Coney Jernigan was president of Queens from 1951–53.

Dana Building (1961) honors Charles A. Dana, a generous benefactor of Queens College. Home of the McColl School of Business, Dana Building also houses the offices of Hayworth College and Executive Programs. Dana Building contains classrooms, seminar rooms for smaller classes, a language laboratory, two large lecture hall, the DeWitt Computer Classroom, and faculty offices.

Walker Science Building (1966) contains laboratories, classrooms, faculty offices and research facilities for biology, chemistry, physics and mathematics. It also houses Queens' Computing Services Center. The building was named for Dr. Edwin R. Walker, a former president of the college.

Watkins Hall (1914) houses the art department and exhibition galleries. It is named for Miss Mildred C. Watkins, member of the faculty from 1895–1909.

Trexler Student Center (1993) honors long-time Queens trustee Charles B. Trexler and his children. Designed to be the "living room" of the college, the Trexler Center is located at the geographic center of the campus. It offers a living room, snack bar, game room, meeting room and a private dining facility—the Claudia Belk Dining Room. A stairway connects the Trexler Center with the post office and bookstore in the basement of Morrison Hall.

Morrison Hall (1927) includes a large dining hall that was redecorated in 1988, a kitchen, the college post office, the college bookstore, ceramics and sculpture studios and auxiliary rooms. The building is named for its donor, Mrs. Cameron Morrison, wife of a distinguished governor of North Carolina.

E.H. Little Fine Arts Center (1966) contains the Charles A. Dana Auditorium, which seats 1,000 for concerts, recitals, plays and lectures. The center also contains the Suzanne Trezevant Little Recital Hall, an exhibition gallery, studios, practice rooms, classrooms for music and drama and music offices that include a library of music, miniature scores and recordings. Major donors of this facility were prominent philanthropists E.H. Little and Charles A. Dana.

Ovens Athletic Center (1954) includes a large gymnasium, classrooms, a dance studio, a weight room and a swimming pool. Extensive renovation and remodeling took place in 1989 with the expansion of Queens' athletic programs. David Ovens, business executive and merchant, was a Queens trustee and benefactor.

Belk Chapel (1950) was a gift to Queens by the families and associates of William Henry Belk and Dr. John M. Belk, in their honor. Greek revival in architecture, it is equipped with a 39-rank organ and seats 750. It is used for chapel and for other religious services and meetings. The Belk families have been loyal and generous supporters of the college.

Irwin-McKay Student Health Center (1958) provides seven hospital beds and rooms for consultations and treatment. It was a gift of Thomas M. Belk and his wife, Katherine McKay Belk, honoring Dr. John R. Irwin, Dr. Henderson Irwin and Dr. Hamilton W. McKay.

Residence halls include Albright Residence Hall (1964), The William H. Barnhardt Center (1965), Belk Residence Hall (1954), Harris Residence Hall (1954), Hayes Residence Hall (1914), and Wallace Residence Hall (1962).

College buildings immediately adjacent to the campus include Harris House (the home of Continuing Education) and Withers House.

Special Access. The buildings on the Queens campus are of traditional architectural design, having been constructed before the adoption of contemporary building access standards. Accommodations for persons with disabilities are added as buildings are remodeled. All or parts of Albright Residence Hall, Dana Classroom Building, Everett Library, Irwin-McKay Student Health Center, McEwen Building, Morrison Dining Hall, Tillett Building, Walker Science Building, Wallace Residence Hall and Watkins Hall are accessible for persons with disabilities. Further information regarding facility campus access may be obtained from the dean of student development.

THE COLLEGE LIBRARY

Everett Library (1960), located at the center of the campus, was built through the generosity of Herschel Hill Everett, chairman of the board of trustees from 1952–67, and his wife, Cornelia Nisbett Everett.

The library collection—the core of the academic community—is designed to support all programs of the college. More than 118,000 books and bound periodicals and 25,000 U.S. government documents are available in open stacks for student use.

In addition, the library currently subscribes to over 600 periodicals and retains the *New York Times* on microfilm from 1910 to the present and the *Wall Street Journal* from 1987 to the present.

The collection, which grows at a rate of 2,000 volumes a year, receives additional support from endowments established by the Friends of the Library.

The Margaret Louise Chapman Instructional Media Center is located on the lower level of the library. Donated by the Friends of the Library in 1982, it is a full-service media center with equipment and facilities for the production and use of audio, video, film and photographic software. Production, listening and viewing rooms are available, as well as personal computers and computer terminals linked to the Computing Services Center.

Also on the lower level is the Curriculum Laboratory, which houses the education department's collection of state-adopted textbooks and other materials for classroom use.

During the two main academic sessions, the library is open from 8 A.M. to 1 a.m. Monday through Thursday, from 8 a.m. to 6 P.M. on Friday, from 10 A.M. to 6 P.M. on Saturday, and from 2 P.M. to 1 A.M. on Sunday. The schedule for examination weeks is extended and the schedules for semester breaks and summer sessions are reduced.

Students have free access to the stacks and may receive instruction in the use of the library at any time. The library encourages use by Queens students, faculty and staff, alumni, Friends of the Library, ministers of the supporting presbyteries and other individuals with special permission.

Everett Library has been enriched by its Friends of the Library organization. Founded in 1971, this community group hosts popular, annual "book-and-author" events; contributes significantly to the interior decor of the building; funds the Browsing Collection; and has established a Special Collections Room in memory of Rena Chambers Harrell, Queens' first librarian. This special room houses a collection of Charlotte imprints, books on the history of Mecklenburg County and materials relating to the history of Queens College. Thanks to an anonymous gift received in 1994, the library installed an automated card catalog system in 1995.

COLLEGE POLICIES

THE HONOR CODE

The Honor Code of Queens College is at the heart of our commitment to integrity and academic freedom. The purpose of the Honor Code is to provide this community with an atmosphere of mutual trust among students, faculty, and administration. The Honor Code is binding on all members of the College community and applies to all phases of life at the College.

Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior that discredits themselves or the College. As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Honor Code:

> *As a member of the Queens College community, I will endeavor to create a spirit of integrity and honor for its own sake at Queens College. Academic Pledge: I pledge truthfulness and absolute honesty in the performance of all academic work. Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to College policies. Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold this code and not to tolerate any violations of its spirit or principles.*

Violations of the Honor Code include, but are not limited to, cheating, lying, theft, and academic dishonesty. Two examples of the latter are plagiarism, the use of another's words or ideas without giving credit to the source, and computer misuse, including accessing, transferring, or altering information without authorization.

Suspected violations of the Honor Code by an undergraduate student should be reported to the Director of Residence Life, and will be heard by a college Judicial Committee. Suspected violations of the Honor Code by a graduate student should be reported to the Dean and will be dealt with by the dean.

STUDENT RECORDS

Public records/directory information. The following information on individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, class schedules, and religious affiliation. This public information may be released or published without the student's consent. However, it is the policy of Queens College to refuse to release information to private firms or mailing lists.

Directory hold. Students who do not wish personal information made public may inform the Registrar's Office, requesting a "Directory Hold" in writing, at registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student, ordinarily in anonymous form.

Confidential records. All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work.

Official records. Official records are released only with the written permission of the student. Official records include material on students relating to their status as students held by any office of the College and intended for the use of the College or available to parties outside the college.

Official records do *not* include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

Access to Official Records. Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits students to inspect their records whenever appropriate and to challenge specific parts of them as necessary.

Each enrolled or former student of Queens college has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: Files on individual students are retained for five years after the student leaves the college. Only the transcript is kept indefinitely.) Student access to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

Records of Progress. The college maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each scheduled academic term.

STUDENT SERVICES

Bookstore. The Queens College Bookstore, located in the basement of Morrison Hall, sells textbooks, academic supplies, clothing, beverages and some snack foods. The Bookstore's normal hours are 9:30 A.M. to 6:15 P.M. Monday through Thursday, and 9:30 A.M. to 3:30 P.M. on Friday.

Campus Police. The Campus Police Department was established to maintain a safe environment for the college community. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round, including holidays. The Chief of Campus Police not only has responsibilities for police and security functions, but also enforces all safety and fire regulations on campus.

Career Development Center. The Center for Career Development provides various personal and group services to Queens students and to members of the community. The center offers individual and group career management services as well as job search consultations. Students are encouraged to use the Career Resource Center which includes information about careers and graduate/professional schools, as well as employment listings for full-time and part-time jobs. Private appointments are available. Queens' Center for Career Development is located in the Blair Building and is open Monday through Thursday from 8:30 A.M. to 6:00 P.M., and Friday from 8:30 A.M. to 5:00 P.M.

Charlotte Area Educational Consortium Member institutions of the Charlotte Area Educational Consortium include Barber-Scotia College, Belmont Abbey College, Central Piedmont Community College, Davidson College, Gaston College, Johnson C. Smith University, Pfeiffer College, Queens College, University of North Carolina at Charlotte, Wingate College, Winthrop College, and York Technical College.

Degree-seeking students at the 26 area colleges which make up the Charlotte Area Educational Consortium may enroll in a course in any one of the member institutions during the regular academic year. Full-time students paying Queens' comprehensive fee may, if qualified, enroll at one of the other colleges in a course not offered at Queens which has applicable credit towards the Queens degree without payment of additional fees. Arrangements for consortium cross-registrations are made through the Registrar's Office.

Computing Services. Computing Services for both academic and administrative users are coordinated by the staff of the Computing Services Center, located in the basement of Walker Science Building. The Computing Services Center houses the IBM AS/400 central processor and control center for the college's integrated administrative software system and high capacity fiber optic network. This center and network provide distributed computing capabilities to all administrative offices of the college, support for the college's admissions tele-counseling center and library's automated operations, as well as access to the Internet for faculty, students, administrators and staff. Faculty members, administrators and staff also have access to individual personal computers with software appropriate to their needs. Student access to computers on campus is provided through the following facilities.

The Dickson Microcomputer Lab is located in the basement of the Walker Science Building, adjacent to the Computing Services Center. This lab has 20 IBM-compatible 386/486-level personal computers with color monitors. Each PC has network access to the Internet and student E-mail accounts. Available software includes both DOS and Windows operating systems and related application software including DOS WordPerfect and Word for Windows, Excel, and MS Works. The lab also includes a variety of printers. The lab is used to support academic courses and serves as a resource for faculty and students. The lab is staffed during primary usage times each day and is open on request 24 hours per day when classes are in session.

The DeWitt Computer Teaching Lab is located on the third floor of the Dana Building. This lab is used exclusively for classroom teaching and is equipped with 22 Pentium 133 personal computers with color monitors and with network and Internet links. The lab is also equipped with interactive teaching capabilities.

The Science Computing Lab and **Chemistry Computing Lab** are located in the Walker Science Building. The Science Lab is used by science and mathematics classes and is equipped with one Pentium and five PCs running science and math application and modeling software. The Chemistry Lab has one PC used for chemical modeling.

The Writing Lab is located in the McEwen Building. This lab has four PCs equipped with word processing software and printers and is used to enhance student writing skills.

The Psychology Lab is located in the McEwen building. This lab has a combination of Apple Macintosh and IBM compatible PCs, including a PC with SPSS statistical analysis software. Curriculum Resource Center Lab, a lab of 8 Macintosh computers, is located in the basement of Everett Library. These systems, equipped with 16 megabytes of RAM, Mac System 7.5, required software for education majors and printer support, are connected to the Internet.

Computing facilities for faculty and staff use are available in Computing Services in the basement of Walker Science Building. Items available for use include a Dell Pentium 133 computer with 32 megabytes of RAM, a high speed HP5si laser printer, a color Deskjet printer and a Microtek 24 bit color scanner. A 486 computer connected to a Scantron reader is also available. Software includes Microsoft Office, Adobe Photo Delux, Microsoft Front Page and AOL Press for Web development, Netscape Browser, and Coral Graphics Pack.

Counseling Services. Queens has professional counselors on staff in the Health Center who are available for appointment by calling 337-2220. All counseling services are confidential. Hayworth College or McColl School students may make an appointment for information and/or referral to off-campus counseling services. There is no charge for this appointment. The cost of any off-campus therapy to which a student is referred is the responsibility of the individual student.

Dining Hall. Morrison Dining Hall is open for breakfast, lunch and dinner. Students may purchase a meal at the door. With an ID card, 10 meals may be purchased at a discount from the office in Morrison Dining Hall. These meals may be used at any time during the semester. Dining Hall hours are posted each semester.

Emergency Telephones. Telephones are located in each of the parking areas and buildings on campus. These should be used by persons requesting assistance or in need of help from Campus Police at 337-2306.

Escorts. Persons may call 337-2306 or come by the Campus Police Office and request an escort to or from the parking lots. This service is available 24 hours a day. Please keep in mind that it might take a few minutes to give you the assistance because of other duties or emergencies that may arise.

The Learning Society of Queens College. Through the Learning Society, students have the opportunity to meet and hear some of the world's major thinkers and leaders. Recent speakers have included Ross Perot, astronomer Carl Sagan, former U.N. Ambassador

Jeane Kirkpatrick, former Secretary of State Henry Kissinger, ABC News veteran David Brinkley, columnists David Broder, George Will, William Raspberry and William F. Buckley Jr., correspondent Cokie Roberts, former U.S. Senators Paul Tsongas and Warren Rudman, political advisors James Carville and Mary Matalin, and publisher Steve Forbes. Learning Society events are open to all Queens College students.

Medical Services. The Irwin-McKay Health Center is available to care for the routine medical needs of students. All resident students must have a health form on file. All commuters who plan to use the health services also must have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file. Hayworth College and McColl School students may receive tetanus immunizations at the Health Center for a nominal charge.

Parking Permits. A free student parking permit is available from the Campus Police Office, located in the Stultz Building. The permit is valid for one academic year and allows the student to park in assigned lots and unrestricted zones during times indicated in the Queens College Rules and Regulations Handbook. Cars parked on campus without permits will be ticketed.

Pool and Tennis Courts. Hayworth College and McColl School students with student IDs may use the swimming pool and tennis courts. Open hours for pool use are posted each semester. Tennis court access cards are available from the physical education office during fall and spring terms only. A deposit is required. For more information, contact the physical education office.

Post Office. A full-service post office is located adjacent to the bookstore in the basement of Morrison Hall and is open from 8:30 A.M. to 5:00 P.M.

Student Government Association (SGA). The Hayworth College SGA, organized in 1981, is the formal means of student involvement in the operations and activities of Hayworth College. Representatives are elected each fall by the student body and serve as liaisons between students, faculty and administration. Officers of the SGA may be asked to serve on Hayworth College Committees.

Trexler College Center. The Trexler College Center, which adjoins Morrison Dining Hall and is connected by a stairway to the post office and bookstore, offers a living room, snack bar, game room, television lounge and facilities for meeting and studying.

Student Identification Cards Student ID cards are recommended for all Queens College students, including McColl School and Hayworth College students. The Campus Police Office in Stultz Building provides picture ID cards free for students. An ID card is valid for the academic year must be validated each semester. ID cards are required to check out books in the Library and to use the Dickson Microcomputer Lab after hours.

HAYWORTH COLLEGE

STATEMENT OF PURPOSE

Within the overall purpose of Queens College, the goals of Hayworth College are to provide undergraduate and graduate education within a liberal arts framework, and opportunities for continuing education, to adults (non-traditional age students) in the Charlotte community.

Undergraduate and Graduate Programs

Hayworth College offers evening and weekend classes leading to the Bachelor of Arts degree with majors in accounting, American studies, business administration, computer information systems, English, organizational communication and psychology; the Bachelor of Science degree in radiologic technology; and the Bachelor of Science in Nursing degree. The Bachelor of Arts degree with a major in business administration or organizational communication can be completed entirely through weekend classes. Teacher licensure in secondary education (9–12) in English is available at night except for the student-teaching practicum.

Graduate programs provide advanced, specialized education which prepares students for professional careers. This education also seeks to develop personal and professional values which are necessary for responsible citizenship. Graduate programs in Hayworth College lead to the Master of Science in Nursing (MSN) and the Master of Arts in Teaching (MAT) in Elementary Education, post-baccalaureate teacher certification in the following areas: Elementary (K-6); Secondary: English, mathematics, biology, history or genial social studies, and K-12 Spanish or French.

HAYWORTH COLLEGE UNDERGRADUATE PROGRAMS

ADMISSION

Hayworth College welcomes students who wish to begin college for the first time, complete a first or second bachelor's degree, or just take a particular course. Hayworth College recognizes that an adult learner's previous academic performance often cannot predict his or her ability to be academically successful in the present. Motivated adult learners are therefore allowed to demonstrate their ability to succeed in the challenging academic environment at Queens, with continued enrollment contingent upon performance.

Applications for admission may be obtained by writing the Hayworth Admissions Office, Queens College, 1900 Selwyn Avenue, Charlotte, NC 28274; by calling 704/337-2314; or by e-mailing hayworth@queens.edu.

Campus Visits. Students seeking information about the College are encouraged to visit the campus and the Hayworth College Admissions Office in room 102 of the Dana Building. The office is open from 8:30 A.M. to 6:00 P.M. Monday through Thursday and from 8:30 A.M. to 12:00 P.M. on Friday. Appointments can be made outside of regular office hours by calling 704/337-2314.

International Students. Hayworth College welcomes international students. All transcripts must be translated into English by an official at the school issuing the transcript. It is recommended that international students take the Scholastic Aptitude Test (SAT). Any student for whom English is not the first language must satisfactorily complete the Test of English as a Foreign Language (TOEFL) with a score of 550 or higher. Test scores should be sent directly to Hayworth College Admissions.

Application Deadline. While there are no deadlines for application, prospective students should apply for admission as early as possible. The Hayworth College Office of Admissions will act on an application as soon as all required information has been received. The Registrar will evaluate the transcripts of accepted candidates only after all college transcripts have been received.

Degree Seeking Candidates. To be considered for admission as a degree-seeking candidate, prospective students must submit the following:

1. Evidence of a high school diploma, or the equivalent, unless prior college work has been completed and documented in the Admissions Office.
2. A written statement describing your reasons for wishing to attend Queens College.
3. A completed application and $25 application fee.

In order to receive transfer credits from previous colleges attended, or to be considered for financial aid, veterans' assistance or scholarships, prospective students must also submit the following:

1. Two official academic transcripts from all previous colleges attended.
2. Financial aid transcripts from all previous colleges must be submitted to the Office of Financial Aid. (See page 21 for financial aid information.)

Special/Non-Degree Students. A special student is admitted to the College without the expectation that he or she will earn a degree. Special students who have never earned a bachelor's degree may enroll for a cumulative total of 15 credit hours, after which they must apply for regular admission as a degree candidate or receive special permission to continue enrollment at Queens. Special students who have already earned a bachelor's degree may take an unlimited number of credits. Special students must comply with all College regulations and must maintain a "C" average to continue enrollment.

To apply as a special student, the following materials are required:

1. Evidence of a high school diploma or the equivalent (except for those who have completed an associate or bachelor's degree).
2. Proof of the most recently awarded degree.
3. A completed application and $25 application fee.

Transient Students. Transient students are degree candidates at another college or university taking courses at Queens by special arrangement, with the intention of transferring those courses back to their home school. Transient students must comply with all College regulations and must maintain a "C" average to continue enrollment.

To apply as a transient student, the following materials are required:

1. A letter from the registrar of the student's home institution, verifying that the student is in good standing and has permission to take courses at Queens College.
2. A completed application and $25 application fee.

Readmission After an Absence. A student who has previously been admitted to the College, but who has withdrawn or been administratively withdrawn in good standing and wishes to return, may apply for readmission to the College. Students who are readmitted to the College are bound to the requirements in the Catalog in effect during the term in which they matriculate. To reapply for admission, the following materials are required:

1. Any official transcripts or other materials not received or retained from the previous admission file.
2. Two official transcripts from each college or university attended since attending Queens College.
3. A completed application and $25 application fee.

Students who were not in good standing at the time of their withdrawal from the College must apply for readmission to the Student Qualifications Committee.

High School Dual Enrollment. When recommended by the secondary school, any junior or senior in a Charlotte-Mecklenburg or surrounding secondary school may apply for admission as a special student in Hayworth College. Following graduation from high school, credit earned under the dual enrollment program can be applied toward a degree at Queens College or may be transferred to another institution. To apply, a letter of recommendation from the secondary school principal must be submitted with a completed application, a $25 application fee, and a copy of the high school transcript.

Length of Admission Eligibility. Applications with acceptance into the College will remain effective for up to one calendar year following the start of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply. Admission decisions will be based on the existing admissions standards at the time of matriculation.

ADMISSION OF UNDERGRADUATES TO GRADUATE STUDY

Special Permission Seniors in Hayworth College or the College of Arts and Sciences with a cumulative grade-point average of 3.500 or better may enroll in a graduate course at Queens subject to written approval, prior to registration, by the department offering the course. These graduate credit hours are not counted toward the 120 credit hours required for the baccalaureate degree, but may be counted toward the 45-hour residency requirement. The student who is subsequently admitted to a graduate program may at that time request that these credit hours be included as part of the graduate program.

A full-time student should take no more than 18 credit hours in any semester which includes a graduate course. Should the student already be paying the comprehensive fee, there will be no additional charge. A part-time student should take no more than 6 credit hours in any semester which includes a graduate course. Part-time students will be charged the graduate program rate.

Bachelor of Arts to Master of Arts in Teaching Program (BA to MAT)

The Master of Arts in Teaching program (MAT) offers initial North Carolina licensing in Elementary Education (K–6) as part of a graduate degree. It is designed for students who hold an undergraduate degree in an area other than education. (See Graduate Education Programs, page 75).

Seniors in Hayworth College who wish to earn the MAT following completion of their bachelor's degree are encouraged to apply for admission to the BA to MAT program. This early admission to the master's program allows the student to accelerate completion of both a bachelor's degree and a Master of Arts in Teaching. Students admitted to the BA to MAT program may count 12 credit hours from the MAT program toward the 120 credits required for the bachelor's degree. The bachelor's and master's degrees will be awarded simultaneously upon successful completion of all requirements for the MAT and the 12 credit hours earned in the teaching internship. Note: Only 12 graduate hours will be counted toward the bachelor's degree. Students who do not complete the MAT program but who earn more than 12 graduate credit hours will only have 12 graduate credit hours counted toward a bachelor's degree.

Application to the BA to MAT Program. Students who have earned at least 90 hours toward their bachelor's degree, including all proficiency, foundation, and major requirements, may submit an application to the Hayworth Admissions Office for admission to the BA to MAT program. After admission to the program, the student may enroll in graduate courses while completing the undergraduate degree as the schedule permits. BA to MAT candidates must meet the same admission requirements for the MAT with the exception of having completed the bachelor's degree.

RN to Master of Science in Nursing (RN to MSN) Program

Registered nurses in the Hayworth College BSN degree completion program may be eligible to apply for admission to the RN to MSN program.

Applicants must be current undergraduate students in Hayworth College, must have been formally admitted to the Nursing major, and must have completed all undergraduate proficiency and foundation requirements, all BSN prerequisites, and NURS 300, 400, 401, and 402 prior to application. Candidates for the RN to MSN program must meet all MSN admission requirements with the exception of having completed the BSN.

All requirements for the BSN degree must be met with the exception of the 120 undergraduate hour requirement. RN to MSN students can receive their BSN after completion of the first nine graduate credit hours in the MSN program, including NURS614 and NURS626.

Interested nurses should contact the RN advisor, Dr. Joan McGill, chair of the Vail Program of Nursing, for further information.

PRIOR LEARNING ASSESSMENT

Queens College awards credit for academic courses taken at other colleges or universities, credit by examination as stipulated below, and credit for some certification and courses taken outside of the normal academic environment.

Transfer credit for courses taken at other institutions prior to admission to Queens. After the student has been admitted to the college as a degree candidate, the Registrar will evaluate transcripts from other colleges or universities. Credit will be awarded for each appropriate course, taken at properly accredited institutions, in which a grade of C or better was earned. The student may be responsible for requesting course descriptions from the original institution if the college deems it necessary.

Transferring credit for courses taken at other institutions after admission to Queens. Normally, Queens students may take courses at another accredited institution for credit at

Queens provided that these courses are equivalent to or supplemental to those offered at Queens. In order to receive credit for a course taken at another accredited institution after admission to Queens, the student must (1) secure the *prior permission* of the appropriate department chairs, (2) earn a grade of C or better in the course, and (3) have the other institution send an official record of the coursework to the Registrar at Queens College.

A student's cumulative grade-point average is not affected by course credit earned at another institution.

Credit For Certification. Thirty credit hours are accepted toward a major in radiologic technology for those persons certified by the American Registry of Radiologic Technologists. A copy of the student's certification or proof of certification is required. Credit may also be granted for programs approved by the American Council on Education or PONSI. Official transcripts are required for evaluation.

Credit By Examination. No more than 38 credit hours earned through examinations for credit may be applied towards the bachelor's degree. Credit earned by examination may not be used to satisfy college residency requirements, or the final 30 hours required for graduation.

College Level Examination Program (CLEP). Queens College awards credit and/or advanced placement to students who score satisfactorily on approved subject-level tests of the College Level Examination Program . The CLEP essay portion must also be completed. Official scores must be submitted to Queens College.

Validation Examinations. Queens College offers validation or "challenge" examinations administered by the college for some courses for which there are no comparable CLEP tests, and awards credit for satisfactory scores. The examination may be based on assessment of writing, performance, product, and/or interviews. A fee is charged for the administration of each validation examination. Validation examinations are graded on a Pass/No Record basis. Students interested should discuss this with their academic advisor.

POLICIES CONCERNING PRIOR LEARNING ASSESSMENT

Residency Requirement. At least 45 of the 120 credit hours required for a bachelor's degree must be earned at Queens College no matter how many hours are accepted in transfer, or are earned through examinations or certifications, unless the student already holds a bachelor's degree from an accredited institution. (In this case, at least 30 of the 120 credit hours required for a degree must be earned at Queens College.)

Maximum Credit from a Two-Year Institution. No more than 60 of the 120 semester hours required for graduation may be transferred from two-year institutions.

Transfer Credit and Graduation With Honors. It should be noted that only students who complete at least 60 credit hours at Queens College will be eligible for graduation with honors.

Calculating the Cumulative Grade-Point Average. A student's cumulative grade point average is based solely on work at Queens College. Transferred credits from other institutions will not be calculated into the Queens GPA.

TUITION AND FEES

While the Board of Trustees reserves the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for 1998–99.

Pauline Lewis Hayworth College—Undergraduate

Application fee (non-refundable)	$ 25
Registration fee (non-refundable)	$ 20
Late registration fee (non-refundable)	$ 10
Tuition per credit hour	$225
Transcript fee, regular service	None
Transcript fee, expedited service	$ 15
Diploma fee (in term of graduation only)	$ 70

Course and lab fees. Specific course and lab fees are listed with the course descriptions in this Catalog. Students pay these fees in addition to the appropriate tuition for the courses.

Challenge Examinations. The fee for each internally-set challenge examination is $100. The fee for nursing challenge examinations is defined by the National League for Nursing and can be obtained from the Division of Nursing.

Payment regulations. Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the Catalog:

1. Tuition and fees, less financial aid awarded, are due and payable in full before the beginning of each term. Payments are accepted by check, cash, MasterCard or Visa.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by Queens College. (See also "Employer Assistance Deferment Plan," below.)
   a. **Deferred payment plan.** Payment for fall term may be made in four equal installments, payable at registration and by the 25th of September, October and November. Payment for spring term may be made in four equal installments, payable at registration and by the 15th of February, March and April. Summer payment dates are published in the spring prior to registration for the summer term. A deferment fee of $45 is incurred each term tuition is deferred under this plan. A late-payment penalty is incurred if an installment is not paid by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.
   b. **Unsecured educational loans.** A variety of student and parent loans are available. For information, contact the Office of Financial Aid.
3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.
4. Diplomas, certificates and transcripts are issued only when the student's accounts have been paid in full.

Employer Assistance Deferment Plan. The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of a term. Under this plan, tuition for fall term is due by January 18,spring term by

June 1, and summer term by September 20. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office and the Hayworth College Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan—$50 for the first course and $25 for each additional course. A late-payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the college.

FINANCIAL AID

Queens makes every effort to meet the financial needs of students. Students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

FEDERAL PROGRAMS

Application procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College's Title IV Code (002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year's Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Undergraduate

Federal Pell Grants are available to eligible undergraduate students on the basis of financial need. The maximum grant is $3,000 annually for full-time enrollment (12 hours per term) and varies depending on enrollment status and financial need.

Federal Supplemental Education Opportunity Grants are available on an annual basis to undergraduate students demonstrating exceptional financial need. These grants range from $100 to $1,000 annually.

The Federal Work-Study Program assists qualified students in meeting educational expenses through employment on campus during the academic year at a specified hourly rate. Eligibility for this program depends on financial need.

Undergraduate and Graduate

Federal Perkins Loans permit students with established need to borrow as much as $3,000 per year of undergraduate enrollment. Students with exceptional need may be eligible for loans for graduate study.

These loans bear a five-percent annual interest rate during repayment. Repayment begins six to nine months after the borrow ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be cancelled.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan.

Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students may also borrow an unsubsidized Federal Stafford Loan regardless of need. It is possible for a student to have a Federal Stafford Loan based partly on financial need, and partly not on need. Contact the Financial Aid Office for applications and additional information.

STATE PROGRAMS

North Carolina Legislative Tuition Grants are available to North Carolina residents pursuing their first bachelor's degree who are enrolled for 12 credit hours per semester. Currently, the award is $1,450 per year.

The State Contractual Scholarship Fund is provided to Queens College by an act of the North Carolina General Assembly. Scholarships are available to full-time undergraduate students who are legal residents of North Carolina. This fund assists qualified students who demonstrate need.

The N.C. Student Incentive Grant is available to North Carolina residents who are full-time students and who demonstrate extreme financial need. Grants range up to a maximum of $1,500 for eligible students. To apply, complete the FAFSA. Funds are very limited; apply by March 1. The College Foundation, Inc., determines recipients and amounts of awards.

QUEENS SCHOLARSHIPS AND FELLOWSHIPS

Karl and Anna Ginter Fellowships are available to new degree candidates enrolled in Hayworth College. Students are selected during the application process. Awards are made on the basis of academic promise, personal achievement, leadership potential and character.

Fellowships range from a $300 honorarium to a maximum of $1,000 annually and are renewable each year. To be eligible, fellowship recipients must take a minimum of 12 credit hours per year and maintain a cumulative grade point average of 3.00. Each degree applicant will automatically be considered for the award based on the overall strength of the application. The number of awards varies per year depending on the availability of funding.

Pauline Lewis Fellowships are available to new degree candidates enrolled in Hayworth College. Twenty-five students each year will be selected for the Lewis Fellows program upon initial entry to the College. Students are selected during the application process based on their demonstrated potential for academic success and campus leadership. Each Lewis Fellow will receive $1,000 in scholarship assistance. Awards are renewable each year for a four-year period.

FINANCIAL AID POLICIES

The Student Qualifications Committee evaluates the progress of undergraduate students at Queens and determines eligibility for continued enrollment according to the standards indicated under "Student Qualifications." Students receiving Federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal and state programs are subject to congressional and legislative change.

Satisfactory academic progress policy. This policy is applicable to all students receiving financial aid from the federal or state government or from Queens College.

Evaluation of academic progress will be made at the end of the spring semester by the Financial Aid Office. The academic year evaluated may include any combination of the prior summer term, fall semester and spring semester.

Students must maintain the grade-point averages required for their student class status as stipulated by the Student Qualifications Committee for continued enrollment at Queens College. These are found in the "Student Qualifications" section of this Catalog.

Students must show progress toward completion of their degree requirements to continue financial aid eligibility. The financial aid eligibility timeframe for completion of a degree program cannot exceed 150 percent of the published length of the degree. For example, if your degree requires 120 credit hours to graduate, you are eligible to receive financial aid until you have attempted 180 credit hours. Additional time needed to complete the undergraduate or graduate degree beyond the maximums stipulated must be entirely at the student's expense.

Transfer students are treated as first-year students for purposes of measuring the financial aid eligibility timeframe for completion of a degree program.

Repeated courses, course withdrawals, incompletes and course failures count as hours attempted but not completed.

Students who fail to meet these minimum standards of academic progress will be placed on financial aid probation for a period of one academic term. During the probationary period, students may continue to receive financial aid, provided they are otherwise eligible. Students have this period to re-establish satisfactory academic progress. If, at the end of the financial aid probationary period, students fails the re-establish satisfactory academic progress, they will no longer be eligible to receive financial aid until such time that the minimum standards are met.

Students placed on probationary or ineligible status may appeal such action to the Financial Aid Committee if they believe that extenuating circumstances prevented them from maintaining satisfactory academic progress. Such appeals should be in the form of a letter submitted to the Financial Aid Office within two weeks of the end of the probationary period (end of exams) or notification of placement on probationary status. The letter should include an explanation of any unusual circumstances and supporting documentation. The Financial Aid Appeals Committee must respond to the appeal within two weeks from date of receipt. If the appeal is granted, the student's progress is assumed to be satisfactory and progress is then measured from the time of the granted appeal. If the appeal is denied, the required minimum grade-point average must be achieved at the student's own expense. Once the minimum standards have been achieved, the student is again eligible for financial aid. The decision of the Financial Aid Appeals Committee is final.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the director of Hayworth College or to the graduate student advisor.

Withdrawal—academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal—other reasons. Students who withdraw from classes on their own initiative will have tuition prorated according to the following schedule:

Withdrawal Date	**Percent Refunded**
First two weeks of the term	100%
Two to four weeks into the term	50%

Dates for summer term will be published before registration.

If you are a Title IV recipient and withdraw from all classes between the fourth and eighth week of the term, you will be eligible for a 25 percent refund on tuition charges.

Students who feel that individual circumstances warrant exemptions to this policy may appeal to the Financial Policies Committee, provided such appeal is made in writing to the Treasurer before the end of the term for which the exception is requested.

Withdrawal involving financial aid. If the College determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportional part of the total refund must be returned to Federal Title IV and NC Legislative Tuition grant programs, and may be returned to other State and Queens financial aid programs.

The amount to be returned will be determined according to the formula mandated by the U.S. Department of Education. In accordance with federal regulations, Queens will credit refunds to financial aid programs in the following order:

1. Outstanding balances on Federal Family Education Loan Programs (including Stafford and PLUS)
2. Outstanding balances on Federal Direct Loans
3. Outstanding balances on Federal Perkins Loans
4. Federal Pell Awards
5. Federal SEOG Awards
6. Other Title IV Programs
7. North Carolina Programs
8. Queens College Programs

A detailed worksheet of the refund policy, available in the Office of Financial Aid, is provided to students upon request.

Withdrawal—academic regulations. For further information about the withdrawal procedure, see the section on "Withdrawal from the College" under Academic Regulations in the Catalog.

ACADEMIC POLICIES

Catalog of Entry. A student must fulfill the degree requirements set forth in the Catalog which is current when the student registers for his or her first course as a degree candidate in Hayworth College. Other academic regulations amended while a student is in course at Queens may well be deemed to apply regardless of the policies stated in the catalog of entry. Further, curricular exigencies or other circumstances may require the college to modify degree or major requirements from those at entry, and that right is reserved.

Admission and dismissal. Students are admitted either to Hayworth College or to the College of Arts and Sciences. However, a student dismissed from either college is dismissed from all Queens College programs until readmitted.

Dual enrollment. A Hayworth College student may register for a course offered in the College of Arts and Sciences (CAS) on a space-available-basis. Hayworth College students who dual enroll in the CAS must follow that college's procedures, including procedures for registration, drop/add, and withdrawal from a course, and will follow that college's calendar, which usually varies somewhat from the Hayworth College calendar.

Moving from Hayworth College to the College of Arts and Sciences. A Hayworth College student may make application to the College of Art and Sciences provided that the student has earned a minimum cumulative grade-point average of 2.000 at Queens and is not on any type of academic or social probation. Application to CAS is made through the CAS Admissions Office.

Students must complete at least 30 hours of the 45 hour residency requirement within the college from which they graduate, and must complete all other graduation requirements of that college. Students may not earn a major or minor which is not offered in the college from which they graduate.

Earning dual degrees simultaneously. A student may work toward two different degrees simultaneously, provided that he or she earns different majors within the degrees and provided that he or she earns, at Queens, at least 30 additional hours beyond the 120 hours required for a single degree.

Eligibility to pursue a second degree. Students who already hold an undergraduate degree from an accredited institution may seek a second degree *provided it is a different degree from the first earned, or in a different field from the first earned.*

Adding a second major after graduation. Queens College graduates who wish to add a second major within the same baccalaureate degree may do so. They should make application for readmission to the college, and must fulfill the requirements for the second major as stipulated in the catalog for the year of re-entry to Queens.

Academic Responsibility. While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree. To assist the student with this responsibility, all academic plans and programs should be approved by the student's advisor.

Academic Advising. It is the student's responsibility to schedule advising appointments with the a designated academic advisor as often as necessary in order to plan course schedules for each term and to discuss current academic questions and problems.

Course Load. The Hayworth College academic year consists of Term I (Fall), Term II (Spring), and Term III (Summer Term). Students who are enrolled in fewer than 12 semester hours in Term I or II are considered part-time students. Adult students attending Queens while working full time typically carry from six to nine credit hours per term. (The normal load for a full-time student is from 12 to 16 credit hours.) Any student who wishes to take more than 16 hours should consult the academic advisor.

Registration. All students are expected to register at the time and place indicated on the schedule each term.

Record of Immunizations. Students enrolled in more than four credit hours in classes which begin before 4 P.M. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center. Required immunizations can also be obtained at the Health Center for a nominal charge.

Drop and Add. When a course is dropped there is no record of that registration, and no tuition is charged for that course. A student who drops all courses at Queens College in his or her first semester of attendance will *not* have matriculated into the College.

The drop and add period is limited. To drop or add a Hayworth College course the student must contact the Hayworth College Office or Registrar's Office and complete the appropriate form. After the drop/add period has ended, a student leaving a class must formally withdraw from the course in order to receive a status of "W."

Withdrawal from a Course. After the drop/add period has ended the student who does not wish to continue in a course, and cannot add another in its place, must Withdraw from the course. (See section on Withdrawal and Financial Obligations.) Withdrawal from a course is a different process from dropping a course. A student must contact the Hayworth College office or the Registrar's Office and complete the appropriate form to withdraw from a course. The student will receive a grade status of W if the student withdraws during the withdrawal period.

The deadline for withdrawal from a course is usually one calendar week after the midpoint in each term and is stated on the term calendar. After that date, a student must petition the Student Qualifications Committee for permission for late withdrawal. The Student Qualifications Committee, in consultation with the instructor involved, may deny or approve the request for late withdrawal. If the late withdrawal is approved, a status of "W" will be recorded on the transcript.

Abandoning a Class. A student who does not withdraw from a course but simply stops attending will receive a grade of F for the course.

Class Attendance. Students are expected to attend all class sessions. Specific attendance policies are set for each course by individual faculty members and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. Faculty members may lower a student's grade for excessive or unexcused absences.

Class Status. Students are assigned class status according to the number of credit hours earned. A freshman has earned from 0 to 23 credit hours. A sophomore has earned 24 to 51 credit hours. A junior has earned 52 to 89 credit hours. A senior has earned 90 or more credit hours.

GRADING

Grade reports are sent to students at the end of each term. Queens uses the following system of grades and grade-point values per credit hour:

Grade	Grade-Point Value	Interpretation
A	4.000	Superior performance
A–	3.700	
B+	3.500	
B	3.000	Good performance
B–	2.700	
C+	2.500	
C	2.000	Satisfactory performance
C–	1.700	
D+	1.500	
D	1.000	Poor performance
F	0.000	Failing performance
P	(0)	Pass
W	(0)	Withdrawn
AU	(0)	Audit
I	Course Incomplete: will become a letter grade A–F upon completion.	

Pass/No Record. Pass/No Record is a grading system designed to encourage students to explore new areas. *Only elective courses may be taken on a P/N basis.* A student may not take a proficiency, literacy, foundation, or major/minor course on a P/N basis without special permission. Students may take up to two elective courses per academic year, but no more than one course per term, on a P/N basis. Some courses are designated P/N for all students. Other courses may not be taken P/N by any students.

The grade of "P" is recorded when a student earns a grade of C– or better in the course. If a student earns a D+, D, or F, nothing appears on the student's grade report. The No Record is not recorded on the student's permanent academic record and is not counted in the calculation of the student's cumulative grade-point average.

A student must request the P/N grade status at registration or during the drop/add period. However, the student who has begun a course with P/N can change to a regular graded basis until the date on the term calendar designated "last day to withdraw from a course", usually one week after the mid-point of the semester. The student is responsible for requesting this change in writing from the Registrar's Office prior to the deadline.

Pass/Fail. Pass/Fail is the grading system used for special course offerings including internships and the international experience study tours. The Grade of "P" is recorded when a student earns a grade of C– or better in the course. An F is recorded when the work is unsatisfactory. P/F differs from P/N in that F's are recorded on the student's permanent academic record, and are included in the calculation of the grade point average.

Incomplete Grades. The temporary grade of Incomplete (I) is given at the discretion of the instructor *only when unusual circumstances make it impossible for the student to complete the course work by the end of the term.* Students are responsible for arranging to complete such work. A grade of "I" must be changed to a letter grade by the specified deadline, usually the end of the second full week of regular classes of the following term. However, a student on academic probation who receives an "I" must complete the course work and receive a regular letter grade at least 48 hours prior to registration for the subsequent academic term. A grade of "I" automatically becomes an F if the student fails to make up incomplete work satisfactorily by the above deadlines.

Grade Point Average. A student's cumulative grade-point average at Queens is based solely on academic work at Queens, and is not affected by course credit earned at another institution.

Repeating Courses. A student may elect to repeat a course if the student has earned the grade of F, or if the student has earned a D, D+ or C– and wishes to demonstrate mastery of the material. All entries remain a part of the student's permanent academic record, and regular tuition and fees are charged for repeated courses.

If a D, D+, or C– was earned, the first grade will remain on the student's record and will be the only grade figured into the student's cumulative grade-point average. No additional credit will be awarded.

If an F was earned, both the F and the second grade will be figured into the student's cumulative grade-point average.

In either case, a course may be repeated only once, either at Queens or at another accredited institution with the prior approval of the Dean of Hayworth College.

No more than two courses in the student's major field may be repeated.

Auditing Courses. *With the consent of the Director of Hayworth College,* a student may audit a course. Audit courses receive no credit, but do appear on college transcripts. Students must designate audit courses at registration. Drop/Add and Withdrawal procedures apply to audit courses. Auditors are expected to attend classes regularly. Students who wish to audit a course must have been admitted to the college. There is no reduction in tuition for auditing a course.

Withdrawal from the College. A student who wishes to withdraw from the College on their own initiative should notify the registrar's office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as "W". (A student who simply stops attending classes will receive a grade of "F" for all courses.) A student may withdraw from the College at any time.

Withdrawal by the College. If a student does not register for a course for two consecutive terms, including the summer term, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Leave of Absence. Students may be granted a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the academic advisor. Students who return on the agreed-upon date re-enter the program with the same catalog of entry held at the time they left. Students who do not obtain a formal leave of absence, or those who do not return in the agreed-upon terms, shall be considered withdrawn from the College and will have to reapply to gain readmission.

Graduation Declaration. It is the responsibility of each student to file Notice of Intent to Graduate with the Registrar at least one year prior to the anticipated completion of all degree requirements. Forms are available from the Registrar's Office or the academic advisor.

STUDENT QUALIFICATIONS

The faculty has established standards of satisfactory academic progress which are administered by its Student Qualifications Committee. At the end of Term I, Term II and Summer Term, this committee reviews the academic record of each student in academic difficulty.

Academic Probation and Dismissal. A student who has attempted nine or more credit hours at Queens and whose cumulative grade-point average falls below the levels for his or her class standing shown below, will be placed on academic probation. However, a student who has a term grade point average below 1.000, or who fails to make academic progress, is also subject to probation or dismissal at any time.

Minimum Class Standing Required

Class Standing	Credit Hours Earned	Minimum GPA required
Freshman	0–12	1.500
	13–23	1.800
Sophomore	24–37	1.800
	38–51	1.900
Junior	52–70	1.900
	71–89	2.000
Senior	90 or more	2.000
Special (non-degree)		2.000

A student on academic probation may not enroll in more than 12 credit hours in any one term.

A student on academic probation must have any Incomplete grades changed to a letter grade prior to registering for a subsequent term.

Students on probation will be reviewed at the end of the term, including summer term, in which they have attempted at least nine credit hours since being placed on probation or last reviewed.

Students on probation will be *removed* from probation if, at the time of review, their cumulative grade point average has been raised to the minimum required for their class status.

Students on probation who have earned a grade point average of 2.000 since their last review, but whose cumulative grade point average is still below the minimum required for their class status, may be *continued* on probation for one more term.

Students on probation will be declared *academically ineligible to return* if, at the time of review, they have not earned a grade point average of 2.000 since their last review and have not raised their cumulative grade point average to the minimum required for their class status.

Students have the right to present a written appeal concerning academic dismissal to the Student Qualifications Committee. The decision of the committee in regard to the appeal is final.

Eligibility to Represent the College. Students on academic probation and students who are suspended from a class or from the college are not eligible to represent the college in off-campus extracurricular activities, to participate in varsity athletics, to hold campus office, or to run for campus office until the probation or sanction is lifted.

Readmission Following Dismissal. Students dismissed from the college for academic reasons must apply for readmission through the Student Qualifications Committee. To be considered for readmission, a student must submit transcripts verifying that the student has earned at least nine graded semester hours (or the equivalent) since leaving Queens College, with a grade of C or better in each course attempted.

Students applying for readmission must submit (1) a readmission application (available from the Hayworth Admissions Office), (2) transcripts from all colleges or universities attended, and (3) a personal statement concerning the student's goals and accomplishments since leaving Queens. A student readmitted to the college is normally placed on academic probation and reviewed after the first term.

HONORS AND AWARDS

Dean's List

Each spring a Hayworth College Dean's List is compiled naming those Hayworth College undergraduate degree candidates who qualified during the previous calendar year. For this purpose, the year begins in the spring term, and continues through the summer term, and concludes with the fall term. Degree candidates who have no outstanding incompletes and who have completed, during this time period, a minimum of 12 hours of college-level credit on a graded basis with a grade-point average of 3.500 or better in the hours during this time period, are eligible for the Hayworth College Dean's List.

Honors at Graduation

Summa cum laude, magna cum laude, and cum laude honors are awarded by the college for academic excellence. A student must complete at least 60 hours at Queens to be eligible for graduation with honors. The grade-point average will be determined only by work taken at Queens. Summa cum laude is awarded to students who have a grade-point average of 3.850; magna cum laude is awarded to students who have a grade-point average of 3.650; and cum laude to students who have a grade-point average of 3.500.

Awards Convocation

A major convocation is held for Hayworth College students at the end of each academic year to honor academic excellence and service to the college. Each academic department presents an award to an outstanding graduating senior in the major. The College also recognizes those who have made the Dean's List in the prior year, those who have received Fellowships and Scholarships, nominees to Who's Who in American Colleges and Universities and other honors and awards.

Who's Who

Among Students in American Universities and Colleges recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, citizenship, participation in co-curricular activities and the promise of future contributions to those areas.

HONOR SOCIETIES

SIGMA THETA TAU

Mu Psi at Large is a chapter of Sigma Theta Tau International, the honor society of Nursing founded in 1922. Students who have completed at least half the nursing major and demonstrate superior academic achievement and leadership potential are invited to join.

PHI ALPHA THETA

The Alpha Gamma Kappa Chapter of Phi Alpha Theta, the international honor society in history, was installed in 1985. A member of the Association of College Honor Societies, the Society promotes history through the encouragement of research and the exchange of learning and thought among historians. Juniors who have completed at least four history courses with a GPA of 3.100 or better, and an overall GPA of 3.000 or better for two-thirds of the remaining work completed, are eligible for candidacy for membership. Membership in Phi Alpha Theta is for life and is recognized by the U.S. Civil Service Commission as a credit qualifying for GS-7.

DELTA MU DELTA

The Queens chapter of Delta Mu Delta, the national business honor society, installed in 1995. To be eligible for membership a student must be an undergraduate or graduate student registered in a program of business administration. Undergraduates must be candidates for the baccalaureate degree in business; have completed at least half the credits required for the degree; have a cumulative grade point average of 3.2 or better; be in the top 20 percent of their class, and be of good standing. Transfer students must have completed a minimum of 24 semester hours or its equivalent at the school where membership in Delta Mu Delta is to be conferred, and have an academic record which meets the society's membership requirements Graduate students must have completed at least half the requirements for the graduate degree with a cumulative grade point average of 3.25 or better..

ALPHA SIGMA LAMBDA

The Theta Chi chapter of the Alpha Sigma Lambda National Honor Society, the national honor society for students in continuing higher education, was installed in 1998. Alpha Sigma Lambda is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career. Students must meet the following minimum requirements to be considered for membership: have earned a minimum of 30 semester hours in Hayworth College, with at least half of these credits in courses outside the student's major field. Members shall be elected only from the highest ten percent of those students who meet these requirements. Those selected must have a minimum GPA of 3.2.

THE ACADEMIC PROGRAM

Hayworth College at Queens offers programs leading to the Bachelor of Arts degree, the Bachelor of Science degree, and the Bachelor of Science in Nursing degree. While these programs differ from each other in significant ways, each is rooted in the tradition of liberal education and each provides students with an integrated and coherent program of study including the skills, competencies, and knowledge necessary for a meaningful and successful life.

Bachelor of Arts

A major for the Bachelor of Arts degree shall consist of no fewer than 30 credit hours. The majors leading to the Bachelor of Arts degree include American Studies, Accounting, Business Administration, Computer Information Systems, English, Organizational Communication, and Psychology.

Bachelor of Science

The external major in radiologic technology leads to the Bachelor of Science degree.

Bachelor of Science in Nursing

Candidates for the Bachelor of Science in Nursing degree are required to meet all college requirements for graduation as well as the requirements for the nursing major. Applicants who have been accepted to the college must also apply to the Vail Program of Nursing for acceptance into the nursing major after meeting specified prerequisites. Students are encouraged to declare their interest in nursing by the end of the freshman year. Provision is made for those persons, such as registered nurses, who may wish to transfer into this program or apply for advanced standing.

Teacher Licensure

Hayworth College does not offer a major in Education, however, it is possible to obtain North Carolina teacher licensure in secondary education (grades 9–12) in English, taking only evening/weekend courses in Hayworth College with the exception of the student teaching practicum. Teacher licensure may be obtained as a part of the student's baccalaureate program. *If a Hayworth student is also able to take courses through the College of Arts and Sciences' day classes,* it is also possible to obtain licensure in special subject (grades K–12) in French and Spanish; and secondary subject areas (grades 9–12) in mathematics, biology, history, and social studies.

All programs are approved by the North Carolina State Board of education and the National Council for Accreditation of Teacher Education (NCATE), allowing licensure reciprocity with other states.

Major Program

Each student must complete the requirements for a major in addition to completing the Proficiency and Foundation requirements below. The purpose of a major is to give the student an opportunity to achieve an appropriate level of mastery in a field of study. The requirements for each major are described elsewhere. A student may not double major in majors that lead to different degrees.

Minors/Concentrations

An undergraduate program of study may include a minor in a department or departments other than the major, or a concentration within the major. The minor consists of a minimum number of hours and a prescribed program of courses described in detail under each discipline offering a minor.

Elective Courses

In consultation with the advisor, a student chooses elective courses to complete the number of hours required for graduation. Electives offer the student the opportunity to augment the major field of study with collateral areas of knowledge or to explore areas or skills quite distinct from the major.

Independent Studies and Directed Readings

A mature and academically sound student may, under the direction of a member of the faculty and with the approval of the academic advisor, undertake directed readings or an independent study of a topic of interest to the student and germane to the student's program of study. This study may take one of several forms, including projects, individual research, or directed reading. To register for an Independent Study or Directed Reading course, the student must submit a course proposal form to the Office of Academic Affairs two months prior to the beginning of the term in which the student wishes to register. To initiate an independent study, the student should first confer with the Chairman of his or her major department.

DEGREE REQUIREMENTS

To earn a baccalaureate degree a student must fulfill the following requirements.

- earn a minimum of 120 semester hours;
- meet the college's **residency requirements,** as stipulated;
- earn the last 30 hours at Queens College or in a Queens approved program;
- earn at least 36 semester hours at the 300 or 400 level;
- participate in the college's assessment evaluation, if requested, as stipulated;
- be in good standing with the honor code at the time the degree is awarded;
- meet all proficiency, literacy, and foundation requirements, as stipulated;
- meet all major requirements in at least one major, including the minimum stipulated number of semester hours in the major;
- earn at least 50 percent of the course work in the major at Queens;
- earn a minimum grade point average of 2.000 in all work in the major;
- earn a cumulative grade point average of at least 2.000 in all work attempted at Queens College;

Residency Requirements

Queens College Residency Requirement. Every candidate for a first baccalaureate degree in Hayworth College must complete at least 45 of the minimum 120 semester hours required for graduation at Queens College. The residency requirement will be reduced from 45 to 30 credit hours for students who already hold an undergraduate baccalaureate degree from Queens College or another accredited institution and are seeking a second degree. These 30 credit hours must be over and above hours earned for the first degree.

Hayworth College Residency Requirement. At least 30 hours must be completed in Hayworth College to graduate from Hayworth College.

Assessment Requirement

Students are required to participate in a program of evaluation and assessment administered by the college to measure the effectiveness of a Queens education. This program will include both objective and reflective measurements offered from time to time during the student's years at the college.

Proficiency Requirements

Writing Proficiency. A student must enroll in and successfully complete two composition courses, ENGL101 and ENGL102, in order to graduate. These courses must be completed in the first year at Queens.

Mathematics Proficiency. A student must successfully complete one 3-credit hour college level mathematics course, or place into Calculus I. A mathematics placement test is not required for Hayworth College students.

Computer Proficiency. A student must successfully complete or test out of BCIS 110 , or transfer comparable course credit.

Foundation Requirements

A minimum of 31 credit hours of Foundation courses from the areas below must be earned for a Bachelor's degree in Hayworth College. A course which satisfies a major requirement may not also be used to satisfy a Foundation requirement. However, prerequisite courses to a major may be used to satisfy Foundation requirements. Majors in American Studies should choose foundation courses in non-American topics.

Area I: Natural Sciences. A student must earn at least seven credit hours in two approved science courses, at least one of which must be a laboratory science course carrying a minimum of four semester hours of credit.

Area II: Fine Arts. A student must earn at least three credit hours in the fine arts, chosen from art or music. (Studio courses may not be applied to the fine arts requirement.)

Area III: Humanities. A student must earn at least six credit hours in humanities, chosen from two of the following disciplines: History, Literature, and Religion/Philosophy.

Area IV: Social and Behavioral Sciences. A student must earn at least six credit hours in the social or behavioral sciences, chosen from two of the following disciplines: Psychology, Sociology, Political Science, or Macroeconomics.

Area V: International Issues. A student must earn at least three credit hours in a course designated as an International Issues course.

Area VI: General Education Electives. A student must earn at least six additional credit hours (two courses) chosen from Foundation Areas I–IV above. The courses must be selected from different areas.

MAJORS

AMERICAN STUDIES MAJOR

The American Studies major is an interdisciplinary field of study which leads to the Bachelor of Arts degree. Strongly based in the historical study of the culture of the United States, both past and present, the American Studies major explores the distinct characteristics of that which is considered "American" today. The program seeks to promote deeper understanding of forces influencing individuals and world society.

Students are encouraged to examine the factors shaping American civilization through flexible but interrelated study of a number of elective courses. These courses, drawn from such varied disciplines as economics, social sciences, literature, fine arts, and history, permit analysis and evaluation of the American experience from various perspectives. The major is designed to enable students to integrate the knowledge and research technology from related academic areas into a coherent whole.

The American Studies major is an excellent foundation for many occupations, professional careers, and graduate studies. Possible careers include business, public administration, law, and foreign service. Graduate degrees in American Studies are available at an increasing number of universities.

To earn a Bachelor of Arts degree with a major in American Studies, a student must take at least 34 credit hours of courses in American history, arts, literature, and political and social sciences. Each student, in consultation with an advisor, carefully plans a total program of study designed to enable the graduate to take advantage of exciting new opportunities in the field. The student is encouraged to explore significant interrelationships among the various disciplines.

Requirements for the major in American Studies are:

HIST 203 or 204 The United States To/Since 1877
ENGL 230 Survey of American Literature
HIST 397 The United States: 1920–1945
HIST 398 The United States: 1945–the present
AMST 400 Special Projects in American Studies
PLUS one course in ECONOMICS chosen from:
  ECON 203 Macroeconomics
  ECON 355 Capitalism
PLUS one course in POLITICAL SCIENCE chosen from:
  POLS 201 American Politics
  POLS 326 Contemporary American Foreign Policy
PLUS one course in FINE ARTS chosen from:
  ART 307 Art in the United States
  MUSC 200 Popular Music 1900–1968
  MUSC 207 Music in America
PLUS four additional electives in American Studies (12 hours).

Electives in American Studies can be additional courses chosen from those listed above, or any other course approved by the academic advisor, such as: AMST 300; ECON 351;

ENGL 324, 328, 332, or 333; HIST 315, 340, 343, 346, 347, 348, 349, 363, 392; POLS 308, 313, 315; RELG 345; SOCI 302, 304, 308, or 425.

Foundation Requirements. Courses used as Foundation Requirements may not also be used toward the 33 hours required for the major. Foundation requirements should be selected from non-American course options to insure a broad and balanced education.

McCOLL SCHOOL OF BUSINESS UNDERGRADUATE MAJORS

The McColl School of Business offers courses that emphasize the concepts and skills needed to understand business practices, organizations and managerial responsibilities. The McColl School offers three majors in Hayworth College: accounting, business administration and computer information systems. All lead to the Bachelor of Arts degree. Accounting or computer information systems majors may not double major in business administration. However, a double major in accounting and computer information systems is allowed.

- Business Administration and Computer Information Systems majors may minor in accounting.
- Business Administration and Accounting majors may use their major electives to earn concentrations in the areas of marketing or computer information systems.
- Computer Information Systems majors may use electives to earn a concentration in marketing.
- Majors outside the McColl School can complete a minor in business administration or accounting.

Concentrations in the McColl School of Business

Students earning a concentration in marketing or computer information systems also must complete all core requirements for Business Administration. (Computer Information Systems majors cannot also earn a concentration in Computer Information Systems.)

Marketing Concentration. Requirements for the concentration in marketing are:

All core requirements for a major in Business Administration plus

BUSN 452	Marketing Management
BUSN 453	Marketing Data Applications

Plus two courses chosen from:

BUSN 351	Consumer Behavior
BUSN 353	Promotion Management
BUSN 420	International Business

Computer Information Systems Concentration. Requirements for the concentration in computer information systems are:

All core requirements for a major in Business Administration plus

BCIS 105	Introduction to Information Systems
BCIS 240	Business Applications Programming I
BCIS 250	Business Applications Programming II
BCIS 480	Systems Analysis

ACCOUNTING MAJOR

A major in accounting prepares students to enter careers in accounting. To earn a Bachelor of Arts degree with a major in accounting, a student must take at least 36 credit hours in business administration courses, 18 of which must be upper division work on this campus. Accounting majors also are required to complete a minimum of 48 hours of courses outside the McColl School.

Requirements for the major in Accounting are:

MATH 105	Finite Mathematics
MATH 206	Statistical Methods
ECON 203	Macroeconomics
ECON 204	Microeconomics
BCIS 110	Fundamentals of Microcomputers
BUSN 207	Financial Accounting I
BUSN 208	Financial Accounting II
BUSN 305	Business Law I
BUSN 315	Business Law II
BUSN 307	Intermediate Accounting I
BUSN 308	Intermediate Accounting II
BUSN 311	Cost Accounting
BUSN 313	Auditing
BUSN 316	Federal Taxation
BUSN 317	Advanced Accounting
BUSN 320	Business Ethics
BUSN 333	Principles of Management
BUSN 340	Marketing
BUSN 360	Corporate Finance
BUSN 485	Business Policy

Accounting Minor

Requirements for the minor in Accounting are:

BUSN 207, 208	Financial Accounting I and II
BUSN 307, 308	Intermediate Accounting I and II
BUSN 311	Cost Accounting
BUSN 316	Federal Taxation

BUSINESS ADMINISTRATION MAJOR

A major in Business Administration prepares the student to understand the functional areas of business, human relations in organizations, and strategic policy making issues. To earn a Bachelor of Arts degree with a major in Business Administration, a student must take at least 36 credit hours in Business Administration courses, 18 of which must be upper division work on this campus. Business Administration majors are also required to complete a minimum of 48 hours of courses outside the McColl School.

Requirements for the major in Business Administration are:

MATH 105	Finite Mathematics
MATH 206	Statistical Methods
ECON 203	Macroeconomics
ECON 204	Microeconomics
BCIS 110	Fundamentals of Microcomputers
BUSN 207	Financial Accounting I
BUSN 208	Financial Accounting II
BUSN 305	Business Law I
BUSN 320	Business Ethics
BUSN 333	Principles of Management
BUSN 340	Marketing
BUSN 360	Corporate Finance
BUSN 485	Business Policy

Plus six hours of 300-400-level electives in Business or Economics. Business majors who also complete a concentration in Marketing or Computer Information Systems may use those courses to meet the business major's elective requirements.

Business Administration Minor

Requirements for the minor in business administration are:

ECON 203	Macroeconomics
ECON 204	Microeconomics
BUSN 207, 208	Financial Accounting I and II
BUSN 305	Business Law I
BUSN 340	Marketing
BUSN 360	Corporate Finance

COMPUTER INFORMATION SYSTEMS MAJOR

A major in Computer Information Systems provides the student with a broad liberal education to understand the relationship between the technical and non-technical aspects of business. The major is designed and offered to develop the professional skills and capabilities that enable students to pursue careers in computerized information systems in large and small businesses in both the public and private sectors of our economy. It is a major designed for the student who wishes to combine computer knowledge, both mainframe and microcomputer, with extensive substantive coursework in business and related areas. To earn a Bachelor of Arts degree with a major in Computer Information Systems, a student must complete a minimum of 18 hours of upper division courses on this campus. Computer Information Systems majors are also required to complete a minimum of 48 hours of courses outside the McColl School.

Requirements for the major in Computer Information Systems are:

MATH 105	Finite Mathematics
MATH 206	Statistical Methods
ECON 203	Macroeconomics
ECON 204	Microeconomics
BUSN 207	Financial Accounting I
BUSN 208	Financial Accounting II
BUSN 305	Business Law I
BUSN 320	Business Ethics
BUSN 333	Principles of Management
BUSN 340	Marketing
BUSN 360	Corporate Finance
BUSN 485	Business Policy
BCIS 105	Introduction to Information Systems
BCIS 110	Fundamentals of Microcomputers
BCIS 240	Business Applications Programming I
BCIS 250	Business Applications Programming II
BCIS 350	Database Business Applications
BCIS 480	Systems Analysis, Design and Implementation
BCIS 490	Current Issues in Computer Information Systems

EDUCATION / TEACHER LICENSURE

Hayworth College does not offer a major in Education, however, it is possible to obtain a North Carolina Class "A" teacher license in secondary education (grades 9–12) in English, taking only evening/weekend courses in Hayworth College with the exception of the student teaching practicum. Secondary licensure is possible for students who can take classes in the day in the following academic subjects: biology, foreign language (French of Spanish), history, mathematics or social studies. For further information, consult your advisor. Licensure in these areas requires the equivalent of a major. Teacher licensure may be obtained as a part of the student's four year program.

All programs are approved by the North Carolina State Board of Education and the National Council for Accreditation of Teacher Education (NCATE), allowing licensure reciprocity with other states. The education of teachers is the joint responsibility of academic departments and the education department. Department objectives state that the education of teachers is threefold: they receive liberal education, they pursue in depth their teaching specialties, and they acquire the necessary professional knowledge and skills needed in teaching.

Admission to the teacher licensure program. All students apply to the Education Department for admission to the teacher licensure program during the spring term of their sophomore year. To be accepted, a student must have:

- positive recommendations by three Queens faculty members;
- an overall grade point average of 2.500 after four semesters of course work;
- satisfactory scores on the mathematics, reading and writing components of the Pre-Professional Skills (PPST) PRAXIS I Test;
- approval of the teacher education committee.

Students may not take more than 50 percent of their professional education courses before being officially admitted to the Teacher Education Program.

Retention in the program. Retention in the program is based on the expectation that students demonstrate the characteristics of and conduct themselves as members of the teaching profession. Students may be removed from the program upon showing professional incompetence. A deficiency in one or more of the following areas is evidence of professional incompetence:

- knowledge of the subject;
- ability to impart that knowledge;
- the manner and efficacy of discipline in the classroom;
- rapport with students, as well as parents, faculty, administration and staff;
- physical and mental ability to perform the essential functions of a teacher.

Professional incompetence may be grounds for dismissal from the program and failure to recommend students for licensure.

Admission to student teaching. Students must apply for student teaching in the term preceding their planned student-teaching semester. All professional course work must be completed before the student-teaching semester. Minimum criteria for admission for student teaching are:

- a grade point average of 2.75;
- recommendation by the major department;

- approval of the Education Department and Teacher Education Committee.

North Carolina testing requirements. In addition to completing all program requirements, in order to be licensed in North Carolina, students must successfully pass any tests mandated by the State at that time. Currently, students are required to take two components of PRAXIS II—a specialty area test and the Principles of Learning and Teaching test—and the North Carolina Essential Technology Skills Inventory. Complete information on current testing and application forms for the PRAXIS I and II may be obtained from the Education Department.

Persons interested in teacher licensure who have already earned a bachelor's degree are admitted as post-baccalaureate students. They should contact the Hayworth College Admissions Office regarding admission and are expected to successfully complete a minimum of 12 credit hours at Queens College prior to student teaching.

Competencies. Licensure requires the achievement of competencies in areas designated by state and national accrediting agencies in general education, professional education and teaching specialty.

Requirements for licensure. Licensure requires the achievement of competencies in areas designated by state and national accrediting agencies: (1) general education; (2) professional education; and (3) teaching specialty.

General Education Requirements

Courses that fulfill competency requirements must be approved by the advisor.

- Two courses in composition
- Literature
- World Civilization Since 1650
- The United States Since 1877
- One course in college mathematics
- General Psychology
- Principles of Sociology
- One laboratory science course
- One economics course
- One additional social science course, preferably political science
- Two additional liberal arts courses chosen from different disciplines, (i.e. music, art, drama, foreign language, speech, philosophy)

Secondary (9–12) English Professional Education Requirements

EDUC 221	Introduction to Teaching
EDUC 270	Computers in Education
EDUC 310	Educational Psychology
EDUC 345	Content Area Reading
EDUC 436	Secondary Methods/Materials
EDUC 499C	Professional Internship: Secondary Student Teaching
EDUC 452	Post-Practicum Seminar in Secondary Education
Plus	
PSYC 201	Introduction to Psychology

Teaching Specialty Requirements

Completion of the English major, including ENG 207 and 309, and DRAM 231 and 233.

ENGLISH MAJOR

The study of English focuses on the various ways that human beings have sought to understand their lives and the world through the writing of stories, poems, essays plays and novels. The English major provides both an historical knowledge of the development of British and American literature and an understanding of the different forms and styles of literature. It develops skills in close reading, careful analysis and forceful, articulate writing that are necessary for a broad range of careers. The English major also prepares students for law school or for graduate study in literature, composition theory, creative writing and American studies.

The English major leads to a Bachelor of Arts degree. A minimum of 36 hours in English are required.

Courses required for the major in English are:

ENGL 200	Introduction to World Literature
ENGL 210	British Literature to 1600
ENGL 220	British Literature 1600 to the present
ENGL 230	Survey of American Literature
ENGL 460	Studies in Literature and Criticism

Plus two of the following:

ENGL 303	Major Figures in World Drama: Greece to the Early Renaissance
ENGL 309	Chaucer and Medieval Literature
ENGL 313	Shakespeare
ENGL 318	The Seventeenth Century

Plus one of the following:

ENGL 322	Nineteenth Century British Literature
ENGL 324	Nineteenth Century American Literature

Plus two of the following:

ENGL 325	The Novel
ENGL 326	Modern British Literature
ENGL 327	Modern Drama
ENGL 328	Modern American Literature

Plus two additional English electives chosen from literature courses, or creative writing courses, and COMM 307.

English Minor.

Courses required for a minor in English are:

ENGL 200	Introduction to World Literature
ENGL 210	British Literature to 1660
ENGL 220	British Literature 1660 to present

Plus 12 additional hours, nine of which must be at the 300 level or above. ENGL 230 is recommended.

NURSING MAJOR

The James D. Vail III Bachelor of Science of Nursing program is accredited by the National League for Nursing Accreditation Commission. This four-year baccalaureate degree program provides opportunities for the development of the professional nurse through courses in the humanities; social, behavioral, and natural sciences; fine arts; and nursing.

Nursing content is founded on self-care theory. High priority is given to academic excellence and clinical experience. Major emphasis is placed on clinical nursing practice in combination with classroom and laboratory instruction. Selected clinical experiences begin in the second year of the program and progress throughout the program.

Students with a variety of backgrounds may be accommodated within the program. Students pursuing nursing for the first time, those with some nursing background, and those licensed to practice nursing (RNs) may all enter the Bachelor of Science in Nursing program.

The program provides an atmosphere in which the individual can develop a personal and professional value system. Pre-licensure graduates are eligible to take the NCLEX-RN licensing exam. All graduates are prepared to practice professional nursing in a variety of settings and specialties. The curriculum prepares students for graduate study in nursing.

Clinical Course Enrollment. The faculty of the Division of Nursing have an academic, legal and ethical responsibility to protect the public and the health care community from unsafe and/or unprofessional nursing practice. It is within this context that prior to beginning each clinical experience, the student must have on file proof of the following requirements:

- Queens College health history and physical examination, completed within 18 months of the first clinical course.
- Current immunizations.
- Current TB skin test.
- Current personal health insurance.
- A signed "Need for Accommodation Form," in compliance with the American Disabilities Act of 1990.
- Current CPR certification: BCLS-C.
- Current status of Hepatitis B vaccine.
- Others as identified in selected courses.

Admission to the Major. Admission to Queens College does not guarantee admission to the nursing major. Acceptance to the nursing major is competitive and selective. Pre-licensure students must apply to the nursing major prior to the 300-level nursing courses, and RN students must apply prior to the 400-level nursing courses.

Acceptance is based on a Queens cumulative GPA of 2.500; a prerequisite-course GPA of 2.500, or at least a C– in the theory and lab components of prerequisite courses; and other requirements listed below. When the number of qualified student applicants exceeds the number that can be admitted, the amount of course work taken at Queens will take on increased significance.

All students must make formal application to the nursing program during or following the semester in which all required prerequisite courses are completed. Application requirements include:

- Non-refundable applications fee;
- Prerequisite check-list with supporting transcripts;
- Verification of clinical course enrollment requirements;
- Record of high school graduation, high school equivalent, or earned credits from an approved post-secondary institution.

Specific guidelines for the application process are available through the Vail Program of Nursing. The Nursing Student Qualification Committee (NSQC) reviews applications at specified times during the year and notifies students of committee decisions in a timely manner.

Special Information for Registered Nurses. The nursing major at Queens offers a curriculum designed to accommodate career advancement and the diverse learning needs of registered nurses (RNs). The length of the program will depend upon prior academic preparation and individual scheduling. In addition to meeting the same application requirements of pre-licensure students, RN requirements include:

- Proof of current, unrestricted licensure as an RN in North Carolina;
- Evidence of current work experience or successful completion of validation examinations;
- Successful completion or validation of NURS 204 and NURS 205;
- Successful completion of NURS 300 Nursing: A Practice Discipline.

Degree Requirements

Candidates for the Bachelor of Science in Nursing degree are required to fulfill all Hayworth College graduation requirements as well as the requirements for the nursing major. Any request for exceptions to the outlined nursing major requirements are to be sent in writing to the chair of the NSQC.

Prerequisite Courses to the Major:

BIOL 111 & lab	Human Anatomy
BIOL 112	Human Physiology
BIOL 120	Introduction to Medical Microbiology
CHEM 101 & lab	General Chemistry I
CHEM 102 & lab	General Chemistry II
PSYC 201	Introduction to Psychology
PSYC 304	Abnormal Psychology
NURS 201	Intro to Professional Nursing
NURS 202	Health Assessment
NURS 203	Intro to Clinical Nursing
NURS 204	Pharmacology
NURS 205	Nutrition

Additional Required Courses for the Major:

MATH 206	Statistical Methods
PSYC 320	Developmental Psychology

Nursing Major Courses Required for Pre-licensure Students:

NURS 303	Adult Nursing
NURS 307	Mental Health Nursing
NURS 315	Parent-Child Nursing
NURS 400	Nursing Research
NURS 401	Management in Nursing
NURS 402	Community Health Nursing
NURS 452	Nursing Perspectives
NURS 498	Nursing Internship I
NURS 499	Nursing Internship II

Nursing Major Courses for Registered Nurse Students

NURS 300	Nursing: A Practice Discipline
NURS 400	Nursing Research
NURS 401	Management in Nursing
NURS 402	Community Health Nursing
NURS 442	Complex Nursing Situations
NURS 452	Nursing Perspectives

In order to graduate with a degree in nursing, a student must earn at least a C– in all the prerequisite, additional required, and nursing courses listed above.

ORGANIZATIONAL COMMUNICATION MAJOR

The study of organizational communication is the examination of how people create, send, receive and interpret face-to-face, print and electronic messages so that they can work together. Nothing happens (product development, marketing, selling, shipping, or revenue collection) in any organization without communication. The program combines courses in business, writing, and communication theory for a powerful major well suited to today's dynamic global marketplace. Twelve courses (36 credit hours) are required for the major.

Core requirements are:

COMM 205	Interpersonal and Group Communication
COMM 207	Nonfiction Writing
COMM 300	Communication Theory and Ethics
OCOM 302	Communication in Management
OCOM 303	Persuasion
OCOM 305	Organizational Communication
COMM 307	Technical Writing
OCOM 315	Business and Professional Speaking

Plus at least twelve credit hours of Electives chosen from:

BUSN 333	Principles of Management
BUSN 340	Marketing
COMM 201	Public Speaking and Listening
OCOM 301	Intercultural Communication
OCOM 309	Communication Campaigns
OCOM 313	Topics in Organizational Communication
OCOM 317	Gender in the Workplace
OCOM 319	Communicating Major Change
OCOM 350	Independent Research/Study in Organizational Communication

Organizational Communication Minor

At least 18 credit hours are required for the minor in Organizational Communication, including:

COMM 201	Public Speaking and Listening
COMM 205	Interpersonal and Group Communication
COMM 300	Communication Theory and Ethics
OCOM 305	Organizational Communication

Plus two more courses (six credit hours) chosen from any 300-400 level OCOM offerings.

PSYCHOLOGY MAJOR

The department emphasizes the development of an understanding of factors important in determining behavior. Introductory courses present basic psychological principles; upper-level courses provide opportunities for further work in areas of special interest. Independent study allows the student to design and carry out original research. A major in Psychology provides a basis for graduate study in areas of psychology, education, social sciences, social work and law as well as a foundation for careers in personnel, social work, mental health and similar areas.

Requirements for a major in Psychology are:

PSYC 201	General Psychology
PSYC 303	Social Psychology
PSYC 306	Experimental Methods in Psychology
PSYC 306L	Laboratory in Experimental Psychology
PSYC 314	Psychology of Learning
PSYC 400	Advanced General Psychology I
PSYC 401	Advanced General Psychology II
MATH 206	Statistical Methods

Plus at least 16 additional hours in the department as approved by the academic advisor. BIOL 112 and PHIL 203 are recommended.

Psychology Minor

A student planning to minor in Psychology should check with a departmental member.

Requirements for a minor in Psychology are:

PSYC 201	General Psychology

Plus one course chosen from:

PSYC 302	Psychology of Personality
PSYC 303	Social Psychology
PSYC 304	Abnormal Psychology

Plus one course chosen from:

PSYC 311	Psychological Tests
PSYC 314	Psychology of Learning
PSYC 412	Physiological Psychology

Plus three additional courses from the entire departmental offerings.

RADIOLOGIC TECHNOLOGY

The Bachelor of Science degree with a major in Radiologic Technology will be granted upon successful completion of 90 credit hours of approved college work and certification in radiologic technology from any hospital school accredited by the American Registry of Radiologic Technologists and approved by the College. All Hayworth College degree requirements must be met.

Thirty semester-hours of credit are assigned to professional courses carried in the school of radiologic technology; these constitute the major. All of these 30 credit hours shall be considered equivalent to 300-400 level courses. A student may not be admitted to candidacy until certified by the American Registry of Radiologic Technologists.

UNDERGRADUATE COURSE DESCRIPTIONS

Course Listings. Course listings give general information concerning each area of study and the requirements for major programs in each discipline. These requirements should be carefully noted by students when deciding on a major.

Course Numbers. Credit earned in courses numbered **below** 100 may not be applied to any graduation requirements. In general, courses numbered 100–299 are primarily for freshmen and sophomores; those numbered 300–499 are primarily for juniors and seniors. In specific cases, however, the individual student's ability and background rather than class standing will determine the appropriate level of work. Double numbers separated by a comma (e.g. 301, 302) indicate that the completion of both courses forms a desirable unit. Occasionally the first course is a prerequisite to the second.

Term Offered. Some courses have terms listed in parentheses after the description. This indicates the term in which the college anticipates offering this course. When no term is indicated, the course is not on a predetermined rotation.

Course Changes. Queens College reserves the right to change the course offerings, term offered, and instructors indicated in this Catalog without prior notice to students. Every effort is made to help a student affected by a course change by providing the opportunity for independent study or some other suitable arrangement.

AMERICAN STUDIES

AMST 300 Topics in American Studies

An investigation of selected topics in American Studies. Specific topics and their prerequisites will vary. May be repeated with different subtitles. 3 Hrs.

AMST 400 Special Project in American Studies

AMST 400 is intended to allow the student majoring in American studies the opportunity to pursue an area of special interest. The student will design a project in conjunction with a supervising faculty member. The project may involve directed readings, an internship, or an independent study. Open to all juniors and seniors. May be repeated for a total of up to 6 credit hours. 1–3 hrs.

ART

ART 101 Introduction to Art History

Designed for the student with little or no art experience who wishes to gain understanding of the "language" of art (composition, line, space, color, etc.) and art's significance in human terms. Involves slide presentations and classroom discussions of art works within an historical context. 3 Hrs. (Fall, Spring, Summer)

ART 204 Drawing

Emphasis on drawing through close observation of nature and as an expressive medium for communicating felt responses to subject matter. Exercises in contour, gesture, modeled form and light, using still life, landscape, and the human figure. Media include pencil, charcoal and ink. 3 Hrs.

ART 215 Ancient to Early Renaissance Art

Survey of stylistic developments and cultural contexts in architecture, sculpture, painting and the minor arts of the Mediterranean and European countries from prehistoric times to approximately 1500 A.D. 3 Hrs.

ART 216 High Renaissance Art to the Present

Survey of stylistic developments and cultural contexts in architecture, sculpture, painting and the minor arts of Europe and America from approximately 1500 to the present. 3 Hrs.

ART 223 Ceramics

Fundamentals of both hand building and throwing on the potter's wheel. Hand-building techniques will include pinch, coil and slab construction. Glaze instructions will stress the relationships between form and color. Six hours studio a week. 3 hrs.

ART 300 The Arts in the Modern World

This is an interdisciplinary arts course that examines the arts (painting, sculpture, music, theater, film, literature, dance, etc.) within their cultural contexts. What is studied within the classroom is put to the test through attendance at live performances, exhibits, etc. within the Charlotte community. No prerequisite. 3 hrs.

ART 305 Advanced Studio

This course permits advanced individual exploration of techniques and principles introduced in the 200-level introductory studio courses. The focus varies from semester to semester between two and three dimensional approaches, with occasional thematic topics such as the human figure, still-life, collage/montage/assemblage, etc. *May be repeated a total of four times.* 3 hrs.

ART 307 Introduction to Art in the US

Study of the architecture, sculpture, painting and minor arts of the Colonial period through the present, supplementing courses in American social and political history. 3 Hrs.

BIOLOGY

BIOL 103 Principles of Biology

An introduction to the principles underlying the activities of living organisms; origin of life; molecular biology; cell structure and function; heredity. Laboratory emphasizes the scientific method. Three hours laboratory a week. Lab fee $25. Prerequisite: High school chemistry or CHEM101 or 111. 4 hrs.

BIOL 111 Human Anatomy

A study of the structure of the human body. 3 Hrs. (Fall)

BIOL 111L Human Anatomy Laboratory

Study of human osteology; dissection of the cat and other mammalian organs. Three hours laboratory a week. Lab Fee $25. 1 Hr. (Fall)

BIOL 112 Human Physiology

A study of the functions of the human body. Laboratory study designed to demonstrate basic physiological principles. Three hours laboratory a week. Prerequisite: CHEM101; BIOL111 is strongly recommended. Lab fee $25. 4 Hrs. (Spring)

BIOL120 Introduction to Medical Microbiology

Principles of microbiology with emphasis on the pathogenic bacteria, viruses, rickettsiae and fungi. Laboratory includes methods for cultivation, isolation and identification of the above. Three hours lecture and three hours laboratory a week. Lab fee $25. May not be counted toward a major except in Nursing. 4 hrs. (Summer)

BIOL307 Introduction to Microbiology

General survey of microorganisms with emphasis on morphology, metabolism, ecology and identification of bacteria. Laboratory emphasizes basic skills and sterile techniques. Three hours lecture and three hours laboratory a week. Lab fee $25. Prerequisite: BIOL103, CHEM111. 4 hrs.

BUSINESS ADMINISTRATION

BCIS 105 Introduction to Information Systems

This course is a survey of computer processes, hardware and software. It includes principles of computer information systems, computer languages, and the application and impact of computer information systems on business. 3 Hrs.

BCIS 110 Fundamentals of Microcomputers

This course introduces the fundamentals of computing processes, including hardware and software. Business application topics include spreadsheet, database and word processing. 3 Hrs. (Fall, Spring, Summer)

BCIS 240 Business Applications Programming I

This course provides instruction and practical experience in designing and writing COBOL programs using structures and methodologies to complete business application programs. Prerequisites: BCIS 110 and sophomore standing or permission of the department. 3 Hrs. (Fall)

BCIS 250 Business Applications Programming II

This course provides instruction and practical experience in designing and writing COBOL programs for the batch and on-line environments for sequential, indexed and direct file organization using structured methodologies. Prerequisites: BCIS 110 and 240. 3 Hrs. (Spring)

BCIS 350 Database Business Applications

This course provides an introduction to the properties, logic, design, implementation and accessing of business data bases as contrasted with conventional data file creation and maintenance techniques. Prerequisites: BCIS 240 and 480, or permission of the department. 3 Hrs. (Spring)

BCIS 480 Systems Analysis, Design and Implementation

Developing systems to meet the need of an organization, training managers in design capabilities and limitations of information systems, beginning training for professional systems analyst and providing techniques for facilitating the implementation process. Prerequisites: BCIS 240, and junior standing, or permission of the department. 3 Hrs. (Fall)

BCIS 490 Current Issues in Computer Information Systems

This is an advanced course dealing with relevant information systems issues. These may include such topics as data communications, advanced systems analysis, microcomputer applications and/or business software packages. Prerequisites: BCIS 480 and 350. 3 Hrs. (Summer)

BCIS492 Topics in Computer Information Systems

Course designed to investigate specialized areas of computer information systems. Course topic is to be announced the semester preceding the offering. Prerequisite: to be designed for each specific course offered. 3 Hrs. May be repeated with different subtitles.

BUSN 207 Financial Accounting I

An introduction to financial accounting principles. Topics to be covered include recording of transactions, preparation of various journals, posting of ledgers and preparation of income statements and balance sheets. 3 Hrs. (Fall, Spring, Summer)

BUSN 208 Financial Accounting II

An introduction to the theory, methods and uses of accounting information in solving business problems. Topics include accounting for partnerships, corporations and income taxes. Prerequisite: BUSN 207. 3 Hrs. (Fall, Spring, Summer)

BUSN 305 Business Law I

An introduction to law with an emphasis on the legal rights and duties of the individual engaged in business. Topics to be covered include contracts, sales, personal property and bailments. Prerequisite: Sophomore standing. 3 Hrs. (Fall, Summer)

BUSN 307 Intermediate Accounting I

A study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to cash, receivables, inventories, plant and equipment. Prerequisites: BUSN 207 and 208. 3 Hrs. (Fall)

BUSN 308 Intermediate Accounting II

A continuation of the study of financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to liabilities, leases, pensions, equity, income taxes, earnings per share and changing prices. Prerequisite: BUSN 307. 3 Hrs. (Spring)

BUSN 311 Cost Accounting

A study of cost accounting systems including problems of cost determination. The course will emphasize the development of techniques for use in managerial decision making such as standard costs and budgeting. Other topics include cost-benefit analysis and capital budgeting. Prerequisites: BUSN 207 and 208. 3 Hrs. (Spring, Summer)

BUSN 313 Auditing

A study of auditing standards as they relate to internal, external and public sector auditing. Topics include auditing theory and ethics, responsibilities and legal liability, audit evidence, audit method and the audit report. Prerequisites: BUSN 307 and 308. 3 Hrs. (Fall)

BUSN 315 Business Law II

A continuation of the study of law as it impacts the individual engaged in business. Topics include agency, partnerships, corporations, real property and government regulation of business. Prerequisite: BUSN 305. 3 Hrs. (Spring)

BUSN 316 Federal Taxation

A comprehensive study of the federal tax system. Topics include income, deductions, credits and exclusions. Prerequisites: BUSN 207 and 208. 3 Hrs. (Fall)

BUSN 317 Advanced Accounting

An advanced study of financial accounting theory and application. Topics include external reporting, consolidations, partnerships, governmental accounting and fiduciary accounting. Prerequisites: BUSN 308. 3 Hrs. (Spring, Summer)

BUSN 320 Business Ethics

Analysis of business policies and practices with respect to their social impact; patterns of governmental regulations; political activities of trade associations and other special-interest groups; the relationship between public policy and the growth of corporate enterprise; and the social responsibilities of business management. Writing intensive. 3 Hrs. (Fall, Spring)

BUSN 324 Report Formulation and Presentation

Basic techniques of business research; report preparation and presentation, both written and oral. Emphasis on organization and presentation, clarity, brevity, style and use of visual aids. 3 Hrs.

BUSN 326 Advanced Federal Tax

A comprehensive study of federal taxation of partnerships, corporations, estates, and trusts. Prerequisite: BUSN 316. 3 Hrs.

BUSN 331 Personnel Administration

A study of the personnel function in the organization. Topics covered include job design, staffing, performance appraisal, training and development, compensation and collective bargaining. Current topics in the law (OSHA, Fair Employment Regulations, etc.) which affect the personnel function are considered. 3 Hrs.

BUSN 333 Principles of Management

A basic survey of management theory with emphasis on the functional and task requirements of management and behavioral considerations. Specific topics include the planning, organizing and controlling functions of management; contemporary models of organizational design; motivation and performance; and group behavior and influence processes. 3 Hrs. (Fall, Spring, Summer)

BUSN 340 Marketing

A study of the interrelationship between marketing functions and the other primary functions of firms or organizations. An analytical survey is made of the problems of product planning, pricing, promotion, channels of distribution and legislation affecting marketing activities as related to the satisfaction of the individual consumer and societal wants and needs. 3 Hrs. (Fall, Spring, Summer)

BUSN 341 Advertising

This course encompasses a full review of the development and execution of advertising campaigns. Aspects of consumer research, market analysis, media planning, creative strategy formulation, federal trade regulation and final production will be examined. Exploration of advertising agency operations and the client/agency relationship will be included. In-class projects and case analyses will provide practical experience in advertising strategy development and evaluation. Prerequisite: BUSN 340. 3 Hrs.

BUSN 351 Consumer Behavior

An overall view of some of the basic perspectives of consumer behavior. An interdisciplinary approach will be stressed including the fields of economics, psychology, sociology and anthropology, as related to marketing. Emphasis is placed on the fundamental processes of motivation, perception and learning, as well as analysis of individual and group influences as related to the marketing of goods and services. Prerequisite: BUSN 340. 3 Hrs. (Spring)

BUSN 353 Promotion Management

A study of the promotion activities of personal selling, advertising, public relations/publicity and sales promotion as part of overall marketing strategies and budgets. Prerequisite: BUSN 340. 3 Hrs. (Summer)

BUSN 360 Corporate Finance

Introduction to basic concepts, principles and analytical techniques of financial management. Emphasis on planning and managing assets. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, current asset management, elementary capital budgeting and cost of capital, the nature of long-term sources of funds, analysis of risks in financial decisions involving alternative investment options, mergers and acquisitions, problems in valuation, dividend policy, financial leverage and determination of optimal capital structure. Prerequisites: BUSN 207 and 208, ECON 203 and 204 and MATH 206. 3 Hrs. (Fall, Spring, Summer)

BUSN 372 Personal Financial Management

A study of the management of personal and family affairs. This course examines income and expenditure planning, credit and borrowing, personal savings, taxes, insurance, social security, investing, and retirement and estate planning. 3 Hrs. (Summer)

BUSN 420 International Business

Survey and analysis of similarities and differences in management and business practices in selected countries drawn from diverse parts of the world. Evaluation of socioeconomic, political, legal, educational, and cultural factors on managerial decision making and business practices in specific environments. Some use of case analysis. 3 Hrs. NOTE: This course satisfies the International Issues requirement. (Spring)

BUSN 421 Organizational Behavior

An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between the individual, informal and formal groups; group formation, cohesiveness, conformity, norms; interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. 3 Hrs.

BUSN 432 The Entrepreneurial Enterprise

A study of the characteristics which distinguish an entrepreneurial enterprise from the concepts of the small business and the large firm. Present and past case histories will be used to examine the risks and opportunities facing the entrepreneurial firm. The methods used to determine the feasibility of successfully establishing a company, and for developing a business plan for entrepreneurial ventures will be studied. Prerequisites: BUSN 333, 340 and 360, or permission of the instructor. 3 Hrs.

BUSN 441 Retail Strategy and Management

An examination of the basic functions, institutions and activities of retailing goods and services with an emphasis on development and implementation of business strategy and management. Includes evaluation and selection of target markets, design of merchandising plan and financial implications of strategy. Prerequisite: BUSN 340. 3 Hrs.

BUSN 452 Marketing Management

A study of the marketing strategies used by management under a variety of circumstances and within a variety of business and organizational settings. The case analysis method is utilized. Prerequisite: BUSN 340. 3 Hrs. (Fall)

BUSN 453 Marketing Data Applications

An introduction to the research and methods used in the marketing process. Areas given emphasis include sources of market data, sampling surveys, interpretation of data and the relationship of market research to the policies and functions of a business. Prerequisite: BUS 340 and MAT 206. 3 Hrs. (Spring)

BUSN 454 International Trade

A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems and the commercial policies of foreign countries. Prerequisites: ECON 203 and 204. 3 Hrs.

BUSN 470 Principles of Investment

A study of the economic and investment environment as it relates to security investment decisions. Introduction to the concepts and techniques relevant to the formulation of investment objectives, strategies and policies for individual and institutional investors. An elementary treatment of portfolio theory and the capital asset pricing model. Prerequisites: BUSN 360. 3 Hrs.

BUSN 472 Seminar in Financial Management

In-depth treatment of advanced problems in managerial finance. Topics include working capital management, capital budgeting, cost of capital, valuation, dividend policy and long-term financial management. Extensive use of cases. Prerequisites: BUSN 360. 3 Hrs.

BUSN 485 Business Policy

Designed to develop analytical skills in strategy formulation and implementation and an integrated view of business operations. Provides a basic grasp of policy problems in a variety of business and governmental settings through the use of case studies. Prerequisites: All business major core requirements. 3 Hrs. (Fall, Spring)

BUSN 492 Current Topics

Course designed to investigate and/or evaluate current topics or specialized areas of business. Course topic is to be announced the semester preceding the offering. Prerequisite: To be designated for each specific course offered. 3 Hrs.

BUSN 495 Independent Research/Study

A program of directed readings or a research project. Requires approval of the supervising professor, the division chairman and the vice president for academic affairs. Prerequisite: BUSN 485. Open to senior business, accounting or computer information systems majors with a 3.000 GPA in the major. 1–3 Hrs.

CHEMISTRY

CHEM 101 General Chemistry I

This course includes the structure of the atom; the structure of the nucleus and nuclear chemistry; the Periodic Table; chemical bonding; solids, liquids and gases; and stoichiometric relationships, the properties of solutions, colloidal systems, chemical equilibria and hydrocarbons. Three hours lecture a week. Designed primarily for non-science majors. 3 Hrs. (Fall)

CHEM 101L Lab Introduction I

This laboratory introduces the student to elementary glass-working; general laboratory equipment and techniques, the principles of quantitative operations and qualitative analysis. Three hours laboratory a week. $25 lab fee. 1 Hr. (Fall)

CHEM 102 General Chemistry II

This course is an introduction to organic chemistry and biochemistry, including functional groups, reactions and synthesis. Three hours lecture a week. Designed primarily for the non-science major. Prerequisites: CHEM 101 or permission of the instructor. $25 lab fee. 3 Hrs. (Spring)

CHEM 102L Lab Introduction II

The student in this laboratory is introduced to semi-micro, chromatography, elementary organic and biochemical techniques. Prerequisites: CHEM 101L or permission of the department. Three hours laboratory a week. $25 lab fee. 1 Hr. (Spring)

COMMUNICATIONS

COMM 201 Public Speaking and Listening

The study and application of the research, organization, writing, presentation and critical analysis of selected forms of public address. Rhetoric, logic, diction, delivery skills, choice of supporting material and other necessities of speaking in public will be addressed. Students will present a series of public speeches designed for diverse audiences and speaking occasions. The course will also study the art of listening and its importance in our personal and professional lives. Students learn to analyze, assess and improve their own listening abilities. 3 Hrs. (Summer)

COMM 205 Interpersonal and Group Communication

The study of communication as it affects the individual's interaction with other people in relationships and in groups. Theories and applications to be emphasized include: self-concept analysis; perception; self disclosure; gender communication; interpersonal conflict; group structure and dynamics; leadership in groups; and the role of communication in negotiation, friendships, families, intimate relationships and work groups. 3 Hrs. (Fall, Spring, Summer)

COMM 207 Nonfiction Writing

Expository writing based upon topics and readings to be assigned by the instructor. The student will be expected to write knowledgeable expository prose based upon thought, reading and research. Prerequisites: ENGL 101 and 102, or permission of the department. 3 Hrs. Students may elect this course as ENGL 207. (Fall, Spring, Summer)

COMM 300 Communication Theory and Ethics

The study of the various theories in all of the fields of communication. Theories to be studied include: basic communication theory involving sender/receiver/environment; intrapersonal communication involving motivation and perception; interpersonal and gender communication; group and public communication; mass communications involving mass media and media effects; and intercultural communications. This course also examines ethics in various communication and organizational settings through the extensive study of real life cases which force students to make ethical and moral choices. 3 Hrs. (Fall, Spring)

COMM 307 Technical Communication

A practical study of communication in the workplace with emphasis on the process and product of effective writing. Includes collaborative writing, process analysis, empirical research, and document design. Students undertake a semester feasibility study with direct application to a problem in the workplace. 3 Hrs. (Fall, Spring)

ECONOMICS

ECON 203 Principles of Macroeconomics

Introductory survey of aggregate economic principles; the scope and method of economics; business organizations; money and prices; national income theory; economic stabilization policies and international trade. 3 Hrs. (Fall, Summer)

ECON 204 Principles of Microeconomics

Survey of economic principles, dealing with specific components of the economy and their application to economic problems; basic demand and supply theory; the theory of production and income distribution; agriculture, government regulation and labor organizations. 3 Hrs. (Spring, Summer)

ECON 351 Money and Banking

A study of the fundamental principles and practices of the money and credit systems of the United States; financial institutions, commercial banking, the Federal Reserve System, monetary theories and policy. Prerequisites: ECON 203, 204; BUSN 207, 208. 3 Hrs.

ECON 355 Capitalism

This course explores the connection between money and power in our world and its effects on the way we live our lives. Current topics such as movements of the Federal Reserve system with respect to interest rates will be considered from both election and non-election year standpoints. While focus will be on the United States economy, international monetary and financial topics will also be discussed. This course gives an overview of the events that shape the world. 3 hrs.

ECON454 International Trade

A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems and the commercial policies of foreign countries. Prerequisites: ECON203 and 204. 3 hrs.

EDUCATION

EDUC 221 Intro to Teaching

Sociological, historical and philosophical background, purposes and concepts basic to the development of public education in the United States. Primarily for sophomore level students; required of all students in teacher education. 3 hrs.

EDUC 270 Computers in Education

Students will gain an understanding of the basic concepts of hardware and software and the uses of the computer in instructional programs by identifying, evaluating and selecting effective course ware, identifying and/or developing teaching strategies necessary to integrate course ware into the on-going instructional program and using the computer for Computer Assisted Instruction and Computer Managed Instruction. This course fulfills the writing intensive requirement. 3 hrs.

EDUC 345 Content Area Reading

The importance of reading development in the content fields for the improvement of learning is emphasized. Topics include study skills; selection of appropriate reading materials, both functional and recreational; classroom strategies for facilitating reading comprehension; and vocabulary-building methodologies. Required for secondary teacher certification in all areas except mathematics. 3 hrs.

EDUC 436 Secondary Methods/Materials

Study of teaching methods, resources, materials and strategies as related to general secondary school teaching and specific content area teaching. Prerequisite to student teaching; normally to be taken in fall term of senior year. 3 hrs.

EDUC 452 Post-Practicum Seminar in Secondary Education

This seminar course which follows student teaching and is part of the professional block is designed to provide the final integration of the theoretical and practical aspects of the education profession. Through seminar topics and individual study, students will assess and strengthen the understandings and competencies required of teachers in secondary education. Grading is P/F. 2 hrs.

ENGLISH

(Prerequisites: ENGL 101 and 102 are prerequisite to all English courses numbered 300 or above.)

ENGL 099 Basic Composition

This course will help students learn the fundamentals of grammar, develop proofreading skills, and write well-structured sentences and paragraphs. Credit for this course may not be used toward graduation requirements. 1 Hr.

ENGL 101 Communication Skills I

This course develops the students' writing skills and introduces research techniques. Emphasis is on the creation and revision of a variety of writing projects. 3 Hrs. (Fall, Spring, Summer)

ENGL 102 Communication Skills II

This course continues to develop the student's writing and research skills with focus on writing about literature: poetry, drama, and fiction. Prerequisite: ENGL 101 3 hrs. (Fall, Spring, Summer)

ENGL 200 Introduction to World Literature

Masterpieces of world literature from the ancient to the modern. Focus on selected periods from the ancient classical and biblical world through the Medieval, Renaissance, Enlightenment, Romanticism, Realism, Naturalism, and Modern periods. Emphasis on authors, genres, periods, or themes may change. 3 Hrs.

ENGL 210 British Literature to 1660

Historical survey and critical exploration of the major periods, genres and attitudes of English literature from the Anglo-Saxon period and the Middle Ages through the Renaissance. The works of Chaucer, Shakespeare and Milton are highlighted. Primarily for sophomores; 210 need not be taken before 220, but both should be taken early in the major as foundations for later courses. 3 Hrs. (alt. Fall)

ENGL 220 British Literature 1660 to present

Historical survey of the major movements and periods of English literature from the Restoration and Neo-classicism through 19th century Romanticism and Realism to the Modern period. ENGL 210 and 220 should be taken early in the major as foundations for later courses. 3 Hrs. (alt. Spring)

ENGL 230 Survey of American Literature

Provides an overview of the particular properties and the major movements of literature in the United States as seen in the works of selected writers from the colonial period to the present. This course serves as a prerequisite for all other courses in American literature offered by the department. 3 Hrs. (alt. Fall)

ENGL 303 Major Figures in World Drama: Ancient Greece to the Renaissance

Survey of dramatic literature from ancient Greece to the Renaissance with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period. 3 Hrs.

ENGL 304 Major Figures in World Drama: Renaissance to Modern

Survey of dramatic literature from the Renaissance to the time of Ibsen with emphasis on the relationship of the plays to the physical circumstances of theatrical production and to the historical and cultural milieu of the period. 3 Hrs.

ENGL306 Creative Writing

Study of principles of creative writing, with special attention to the various forms. The course will include study of principles of writing, with special attention to observation and reflection, form and meaning, modern usage and effective expression. 3 hrs.

ENGL 308 The Writing of Poetry

Advanced practice in writing of poetry and in scholarly criticism of contemporary poetry. This course is for serious poets with understanding of and experience in free verse and traditional forms. Prerequisite. ENGL 306. 3 hrs.

ENGL 309 Chaucer and Medieval Literature

Readings in medieval English literature with emphasis on Chaucer and the Canterbury Tales. 3 Hrs. (alt. Fall)

ENGL 310 Writing of Fiction

An intensive study of the writing of short fiction, focusing on a command of point of view, plot, and the use of selective detail to evoke both character and setting. Students will be expected to write approximately 30 pages of completed work, with extensive revisions over the course of the semester. 3 Hrs.

ENGL 313 Shakespeare

Representative comedies, histories, tragedies and romances with emphasis on Shakespeare's development as a dramatic artist. 3 Hrs. (Spring)

ENGL 318 Seventeenth Century British Literature

Study of poetry, drama and prose with emphasis on Jonson, Donne, the Metaphysicals and Milton. 3 Hrs. (alt. Fall)

ENGL 322 Nineteenth Century British Literature

Critical study of the development of romanticism and its influence throughout the Victorian period. Readings include poetry, nonfiction prose and the novel. Emphasis on authors, genres or themes may change. 3 hrs.

ENGL 324 Nineteenth Century American Literature

Critical examination of major works and literary movements in nineteenth-century American literature, including the American "Romantics", the poetry of Emily Dickinson and Walt Whitman, the development of the American novel, the development of slave narratives and protest literature, the rise of Realism, and the development of an American literary identity. Prerequisite: ENGL 230 or permission of the instructor. 3 Hrs.

ENGL 325 The Novel

Development of the novel as a literary form using selected works of English fiction from the 18th century to present. 3 Hrs. (alt. Fall)

ENGL 326 Modern British Literature

Examination of British literature from the turn of the century to the 1950s. Emphasis on the works of Joyce, Yeats, Shaw and the Bloomsbury Group. Central themes and technical innovations in 20th-century poetry, fiction and drama will be explored. 3 Hrs. (alt. Spring)

ENGL 327 Modern Drama

Study of world drama from the realism of Ibsen through naturalism, expressionism and symbolism to the current avant-garde theater. 3 Hrs. (alt. Fall)

ENGL 328 Modern American Literature

This course examines modern American literature from the turn of the century to the present. The emphasis will be on Eliot, Frost, Williams, Stevens, Faulkner, Hemingway, Ellison, Malamud, Oates, Cather and Morrison. 3 Hrs. (alt. Spring)

ENGL 332 African American Literature

Critical examination of work by African American authors and of movements within the African American literary tradition, which has developed both within and outside of dominant American culture. Topics may include the slave-narrative tradition, the Harlem Renaissance, Black protest novels, literary explorations of the African diaspora, African American literary theory, and the development of an African American literary identity. Prerequisite: ENGL 230 or permission of the instructor. 3 Hrs.

ENGL 333 Southern Literature

Study of the growth and development of the literature of the American South. The course will emphasize unique regional qualities of subject, theme and style. 3 Hrs.

ENGL 336 Tragedy

Exploration of various possibilities of defining tragedy in terms of the protagonist, plot, an effect upon the audience, an attitude toward life or others. 3 Hrs.

ENGL 337 Comedy

This course examines the nature of comedy as a literary form from low farce to sophisticated high comedy in prose fiction, film and drama. Beginning with classic examples from Aristophanes, Shakespeare and Moliere, the course will focus finally on the contributions of such modern writers as Shaw, Neil Simon and Woody Allen. Attention will center upon comedy's manipulation of language, character, plot and traditional "lazzi" to accomplish its special cathartic purpose of keeping humanity close to sanity and balance. 3 Hrs.

ENGL 350 Contemporary Literature

This course provides an opportunity for examination of authors, genres and movements prominent on the literary scene since 1950. Topics will vary. May be repeated once with different topics. 3 Hrs.

ENGL 355 Special Studies in Literature : Drama, Fiction, Poetry

Students will read works of literature and interpret them in the light of modern critical essays and selected works by major authors. Seminar for seniors only. 3 Hrs. (alt. Spring)

ENGL 455 Independent Study Literature: Drama, Fiction, Poetry

Independent study of a topic in drama, fiction, or poetry resulting in a research paper which is evaluated by two members of the department. Open to junior and senior majors with a 3.000 average in English. Student must have taken at least six hours of upper-level English courses and have permission of the department. 1–3 hrs.

ENGL 460 Studies in Literature and Criticism

Students will read works of literature and interpret them in the light of modern critical essays and selected works by major authors. Seminar for seniors only. 3 Hrs. (alt. Spring)

ENVIRONMENTAL SCIENCE

ENVR 101 Environmental Science

A study of some of the environmental issues confronting our modern society. Selected scientific principles are considered to the extent necessary for a basic understanding of environmental problems, and some attention is given to the role of science and technology in the development and possible solutions of the problems. Specific topics include natural ecosystems, human population, food production, energy, transportation, water pollution and air pollution. Three hours lecture, two hours laboratory a week. Lab fee $25. 4 hrs.

FOREIGN LANGUAGE

FREN 101, 102 Elementary French I and II

Presentation of the basic structure of the language, with emphasis on correct oral and written use of the language. 3 Hrs., 3 Hrs.

GERM 101, 102 Elementary German I and II

Presentation of the basic structure of the language, with emphasis on correct oral and written use of the language. 3 Hrs., 3 Hrs.

LANG 101, 102 Elementary Foreign Language I and II

Fundamentals of grammar and phonetics, reading, writing and conversation. Specific languages can be offered based on demand and faculty interest. 3 Hrs., 3 Hrs.

SPAN 101, 102 Elementary Spanish I and II

Presentation of basic grammatical structure with emphasis on correct oral and written use of the language; introduction to the Hispanic civilizations. 3 Hrs., 3 Hrs.

FREN442 or
SPAN442 Methods and Materials for Foreign Language Teaching

Required for students who wish to teach foreign language at the secondary and/or elementary level. Study of current tends in methodology, resources, materials and strategies applicable to foreign language instruction. 3 hrs.

HISTORY

HIST 201 Western Civilization to 1600: the Emergence of the West

A survey of the history of civilization from the ancient world to the European crises of the seventeenth century, with emphasis upon the political, social, cultural, and intellectual development of Western civilization. 3 Hrs. (Fall)

HIST 202 Western Civilization Since 1600: the West in the World

A survey of the history of civilization from the end of the religious wars and the emergence of the great European powers to the crises of the twentieth century and nuclear age, with emphasis generally upon the political, social, cultural, and intellectual development of Western civilization. 3 Hrs. (Spring)

HIST 203 The United States to 1877

Rise of an American tradition; establishment of a nation; economic and social developments; expansion and sectional controversy; war and reconstruction. 3 Hrs.

HIST 204 The United States Since 1877

Settling the West; the triumph of business; reform movements and foreign affairs; the New Deal era; the Cold War era. 3 Hrs

HIST 315 Oral History

Examination of ways in which cultures were preserved in the past (folklore, work and protest songs, handicrafts, etc.) and the study of and practice in methodology of gathering and preserving historical information in oral form. 3 Hrs.

HIST 325 American Foreign Policy to 1945

Major themes in the history of American diplomacy to 1945 with emphasis on their applications, modification, and development in relation to America's increased responsibilities as a world power. Prerequisites: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 340 African-American History

This course concentrates on the history of African-Americans from the colonial period to the present. It introduces students to the historical literature concerning the course of slavery in the United States, its abolition and aftermath, as well as the experience of free blacks in the North and South. It focuses on the institutionalization of segregation and African-American efforts to achieve equality in an unequal system, culminating in the civil rights movement of the recent period. Cultural history—art, literature, and music—are integral to the course, as is the experience of African-American women. 3 Hrs.

HIST 343 The United States at War in Vietnam

A study of our longest war, the U.S. involvement in Vietnam (1950–1974). Special attention will be given to the critical period 1963–1973, which began with the toppling of the Ngo Dinh Diem regime and ended with the withdrawal of U.S. troops. The course will cover many facets of the conflict from a diversity of perspectives. Prerequisite: HIST 105 or 204 or permission of the instructor. 3 Hrs.

HIST 345 Religion in America

This course will provide students with a survey of the most important movements, people, and events in American religious history from the settlement of the colonies to the present. The course will examine Protestant, Roman Catholic, and Jewish traditions, as well as important cults and religious alternatives outside the traditional mainstream. Prerequisite: HIST 105 or 203 and 204 or permission of the instructor. *NOTE: This course may be elected as RELG 345.* 3 Hrs.

HIST 346 North Carolina History

A careful study of the events and personalities which have shaped North Carolina. This course permits students to become actively engaged in historical analysis by focusing on local history, and in some cases, by visiting historic sites. Prerequisite: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 347 The Old South

This course traces the history of the South from the 1780's to 1865. In particular, it will study the social, economic, political, cultural, and religious history of the old South, with special attention to the plantation system, the institution of slavery, gender relations, the sectional crisis and the Civil War. Prerequisite: HIST 105 or 203 or permission of the instructor. 3 Hrs.

HIST 348 The New South

This course traces the history of the South from 1865 to the present. While political events from Reconstruction to the Civil Rights Movement frame the context, the course also examines the social and cultural context of the South through literature, art, and music. It pays particular attention to the history of race, gender, and labor issues that continue to occupy southerners today. It explores southern stereotypes and grapples with the question of regional difference and ideology. Prerequisite: HIST 105 or 204 or permission of the instructor.

HIST 349 The Civil War and Reconstruction

This course will examine the social, political, economic, and cultural causes and consequences of the American Civil War and Reconstruction. The course will emphasize the African-American experience, the civilian experience, the common soldier's experience, the major military campaigns, and politics. Text and readings for the course will include, but not be limited to, the work of Bruce Catton, Archer Jones, Kenneth Stampp, and Michael Perman. Prerequisite: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 363 The History of Our Time

This seminar is an exercise in the historical imagination. It considers those events and persons which dominate today's headlines, and considers them from an historical perspective. Specific themes will vary from semester to semester, but may include, for example, investigations of world conflicts, political controversies, social and economic developments, and cultural debates. Prerequisite: To be announced. 3 Hrs.

HIST 389 Topics in United States History

Topics are announced annually. Prerequisites: HIST 105 or 203 or 204 or permission of the instructor. 3 Hrs.

HIST 392 American Women

Derived from primary sources of women themselves, this study examines the central role of women in U.S. history. The study focuses on the period 1830 to the present, with particular attention given to race, region, and class. 3 Hrs.

HIST 395 Intellectual History of the United States

A study of the intellectual tradition of the nation and the unique synthesis of ideas that has characterized American thought. Through examination of a cross-section of the works of major intellectual figures and exploration of the modes of thought of various generations, the course aims to provide students with deeper insights into the development of the "American" mind. Among topics under consideration are: the Puritan Mind, the American Enlightenment, ideas of the New Republic, the Mind of the South, individualism, pragmatism, conservatism, and reform. Prerequisite: HIST 105 or 203 or 204. 3 Hrs.

HIST 397 The United States: 1920 to 1945

The domestic history of the United States from 1920 to 1945; stress placed on diverse cultural and intellectual developments with special attention to the strain of social change and the subsequent responses of the institutions and movements. Prerequisite: HIST 105 or 204 or permission of the instructor. 3 Hrs.

HIST 398 The United States: 1945 to the Present

The domestic history of the United States during the post-World War II years; stress placed on the 1950s and 1960s and the intellectual, cultural, and social ferment from that period to the present. Prerequisite: HIST 105 or 204 or 397 or permission of the instructor. 3 Hrs.

HIST 449 Directed Readings in History

Independent investigation of a topic through a program of directed readings. There will be an interpretive paper and oral examination conducted by department members. Open to majors with a B average in history after departmental approval of the topic. 1–3 Hrs.

HIST 450 Independent Study in History

Independent investigation of a topic through the writing of a research paper; oral examination conducted by department members. Open to majors with a B average in history after departmental approval of the topic or project. 1–3 Hrs.

INTERDISCIPLINARY STUDIES

IDST 200 Interdisciplinary Studies

An interdisciplinary course examining a major contemporary issue, offered in response to student and faculty interest. Elective credit only. 3 Hrs.

IDST 300 Interdisciplinary Studies

An interdisciplinary course examining a major contemporary issue, offered in response to student and faculty interest. Elective credit only. 3 Hrs.

MATHEMATICS

MATH 099 Basic Mathematics

This is a developmental mathematics course including topics generally found in high school algebra II. *Credit for this course may not be used towards graduation.* 3 Hrs. (Fall)

MATH 104 Mathematical Ideas

This course will explore topics selected from number theory, probability theory, topology, and set theory. In addition, such areas as logic, modern geometries, chaos theory, and fractals may be addressed. Throughout, unifying concepts of investigation, conjecture, counter examples, and applications will be stressed. NOTE: This course does not prepare the student for subsequent enrollment in statistics or calculus. 3 hrs. (Spring, Summer)

MATH 105 Finite Mathematics

Systems of equations, matrices, coordinate systems and graphs and an introduction to linear programming, stochastic matrices, the mathematics of finance, difference equations and mathematical models. All topics are applied to illustrate the uses of finite mathematics in other disciplines. High School Algebra. 3 Hrs. (Fall, Spring, Summer)

MATH 111 Precalculus

Topics will include functions and their graphs, exponential and logarithmic functions, trigonometric functions, trigonometric equations, the theory of polynomials, systems of equations, sequences, and analytic geometry. 3 Hrs.

MATH 206 Statistical Methods

An introduction to data analysis and statistical concepts. Interpretation and calculations for description of single variables and simple regression, basic probability, random variables, confidence intervals, and tests of hypotheses. Computer software is introduced. Prerequisite: MATH 103, 105, or above. 3 Hrs. (Fall, Spring, Summer)

MUSIC

MUSC 100 Introduction to Music

Study of the basic materials of music, survey of the important composers and examination of selected masterpieces with reference to cultural background; technical knowledge of music not necessary for enrollment. 3 Hrs.

MUSC 200 Popular American Music 1900–1968

A survey of the blues, jazz, and rock'n'roll from the turn of the century to 1968. Important artists and composers will be studied and representative examples of the music will be experienced on record and, as resources permit, in live setting. It is designed for the general student and may be taken to fulfill the Hayworth College fine arts requirement. 3 Hrs.

MUSC 207 Music in America

A survey of music and musical practices in the United States from colonial times to the present, with particular emphasis on those inherent qualities which have permeated America's serious and popular music over the past three centuries.

APPLIED MUSIC: PRIVATE INSTRUCTION

Piano, organ, strings, voice, harp, guitar, or other instrument. The general aim of private instruction is development of all phases of performance: technique, style, musicianship, interpretation, and repertoire. Instructors are assigned by the chairman of the department, and students usually remain with the same instructor throughout the course of study. Students registered for two credits per term receive 60 minutes of individual instruction; students registered for one credit per term receive 30 minutes of individual instruction. See fee schedule in section on Costs.

MUSC 171,181 Private Instruction in Applied Music

One hour of daily practice required. May be repeated for credit. 1 Hr., 1 Hr. (Fall/Spring/Summer)

MUSC 172,182 Private Instruction in Applied Music

Two hours of daily practice required. May be repeated for credit. 2 Hrs., 2 Hrs. (Fall/Spring/Summer)

NATURAL SCIENCES

NSCI101 Issues in Science

This course will present issues of current interest in the sciences that are not offered on a regular basis in the curriculum. Topics are announced annually. May not count toward any science or mathematics major. May be repeated for credit under different subtitles. Three hours lecture a week. No prerequisites. 3 hrs.

NURSING

NURS 201 Introduction to Professional Nursing

This non-clinical course introduces the student to professional nursing. This practice discipline is examined using the concepts relevant to nursing within the framework of the nursing process. 3 Hrs.

NURS 202 Health Assessment

This course focuses on the development of the basic diagnostic technologies of assessment. Selected experiences with essentially healthy individuals enable students to integrate knowledge and skills of health assessment. Prerequisite: BIOL 111 and BIOL 111 Lab. 3 Hrs.

NURS 203 Introduction to Clinical Nursing

This introductory clinical course focuses on the nursing process through selected theoretical knowledge and nursing technologies. Clinical experiences occur in a variety of settings. Lab Fee: $35. Prerequisite/Corequisite: NURS 201 and NURS 202. 4 Hrs.

NURS 204 Pharmacology

This foundation course focuses on classifications, physical actions, adverse effects and responses to medication therapy. Prerequisite/Co-requisite: BIOL 112 or permission of the instructor. 3 Hrs.

NURS 205 Nutrition

This course includes the basic principles of human nutrition as it applies to all life cycle stages with emphasis on nutrients and their utilization in the human body. Food patterns, availability, acceptability, and safety are stressed as they relate to individuals and population groups. Open to all students. 3 Hrs.

NURS 260 Directed Study in Nursing

This directed study is designed to encourage students to study a nursing topic of interest to the student and the profession. Contract objectives will be developed in consultation with a nursing faculty who will serve as mentor for the project. May be repeated for credit. 1, 2 Hrs.

NURS 300 Nursing: A Practice Discipline

This non-clinical course focuses on the discipline of professional nursing. Concepts relevant to nursing are explored within the framework of the nursing process. A foundation in health assessment is an integral part of this course. Prerequisite: Registered Nurse or permission of the instructor. 4 Hrs.

NURS 303 Adult Nursing

This clinical course focuses on the design and implementation of nursing systems with adults experiencing health deviations. Clinical experiences occur in a variety of settings. Course Fee: $35. Prerequisite: Acceptance to the nursing major. 9 Hrs.

NURS 307 Mental Health Nursing

This clinical nursing course examines selected behavioral deviations through the life cycle. Clinical experiences occur in a variety of settings. Course fee: $25. Prerequisite: Acceptance to the nursing major, PSYC 304. 4 Hrs.

NURS 315 Parent-Child Nursing

This clinical course focuses on the childbearing-childrearing family. Meeting the therapeutic self-care demands of the childbearing-childrearing families is the primary objective. Clinical practice occurs in a variety of settings. Course fee: $35. Prerequisite: NURS 303. Prerequisite/Corequisite: PSYC 320. 9 Hrs.

NURS 360 Topics in Nursing

This course is designed to investigate a current topic or specialized area of nursing. The topics vary from term to term and provide the student an opportunity to study a topic that is not offered on a regular basis in the curriculum. 3 Hrs.

NURS 400 Nursing Research

In this writing intensive course, the student develops a written proposal utilizing the research process. Prerequisite/Corequisite: All requisite 300 level nursing courses or permission of the instructor, and MATH 206. 3 Hrs.

NURS 401 Management in Nursing

This survey course emphasizes management theory in health care delivery. Principles of management and changes within the health care system are related to nursing practice. Prerequisites: All requisite 300 level nursing courses, or permission of the instructor. 3 Hrs.

NURS 402 Community Health Nursing

This clinical course examines nursing as a part of the larger health care delivery system. Emphasis is on identification of health needs and promotion of self-care of families and groups. Clinical experiences occur in a variety of community agencies. Course fee: $25. Prerequisite: All requisite 300 level nursing courses. 6 Hrs.

NURS 442 Complex Nursing Situations

This clinical course focuses on analysis and synthesis of concepts from nursing and the physical, social, and behavioral science. Students refine, broaden and expand their perspectives of nursing practice. Course Fee: $25 Prerequisite: Registered Nurse, NURS 402. Prerequisite/corequisite: NURS 401. 6 Hrs.

NURS 452 Nursing Perspectives

Current trends and issues in professional nursing are explored. Projections of nursing for the future are made in light of historical bases and current trends. Prerequisite: Senior level nursing status. 2 Hrs.

NURS 460 Independent Study in Nursing

Independent investigation of a selected topic in nursing is accomplished through faculty mentorship. Directed readings culminate in a scholarly paper. May be repeated for credit. 1,2,3 Hrs.

NURS 498 Nursing Internship I

This clinical internship focuses on the application of concepts from nursing and the physical, social, and behavioral sciences to the clinical setting. Course Fee: $35 Prerequisite: NURS 315. Prerequisite/Corequisite: NURS 401. 4 Hrs.

NURS 499 Nursing Internship II

In this clinical internship course students continue to refine, broaden and expand their perspectives of professional nursing practice. Course fee: $35. Prerequisite: NURS 498. 2–4 Hrs.

ORGANIZATIONAL COMMUNICATION

OCOM 301 Intercultural Communication

The examination of the relationship between communication and culture. Students will explore the challenges of global business environments, international organizations and conducting business in international settings. *NOTE: This course satisfies the International Issues requirement.* 3 Hrs.

OCOM 303 Persuasion

The study of theoretical and applied persuasive communication. Students will explore the broad theories of persuasion as they may assist in the analysis of communicated messages. Areas and theories to be studied include: attitude change; persuasive language; proof, evidence and reasoning; cultural appeals; negotiation and sales. The course's focus is on both becoming a critical receiver of persuasion and an effective persuader. 3 Hrs.

OCOM 305 Organizational Communication

This course is designed to explore the broad theories and applications of organizational and managerial communication and to develop critical skills to improve communication in business settings. Students will investigate communication flow and processes within organizational contexts including: communication in management; work delegation; interpersonal relationships in the workplace; communication in small group contexts involving decision making, meetings and team building; conflict management; networking; sexual harassment and office politics. 3 Hrs.

OCOM 309 Communication Campaigns

Communication campaigns are focused, large-scale efforts to exert social influence. This course deals with the planning, organization, implementation and valuation of various political, advertising, public relations and social campaigns. Students will analyze both classic and current communication campaigns as well as prepare and present their own campaign for a given organization, product, or issue. 3 Hrs.

OCOM 310 Communication in Management

A study of the theory of how humans use linguistic and non-linguistic codes to establish, manage, and lead business relationships. The course includes outcome setting, dovetailing of outcomes with subordinates and superiors, increasing behavioral flexibility, and negotiating. 3 Hrs.

OCOM 313 Topics in Organizational Communication

Intensive consideration for a single topic in organizational communication. The topics and prerequisites for this course will vary depending on the topic and instructor. 3 Hrs.

OCOM 315 Business Speaking and Presentation

This is a skills-based course designed to give students knowledge and practice in developing communication abilities necessary for specific business contexts. Students will learn to prepare and present messages in all of the following communication situations: meetings, training, and sales. 3 Hrs.

OCOM 317 Gender in the Workplace: Communication, Power and Sex

This course examines the theories and applications of gender studies in the context of the working relationships between women and men. Areas to be studied include: basic gender theories; conversational rituals; nonverbals and status; “when she’s the boss”—women and authority, directness in work delegation; communication in meetings; and mixed group vs. same sex group interaction. 3 Hrs.

OCOM 319 Communicating Major Change

This course focuses on the application of the theory of communicating major change (e.g., downsizing, benefits; business expansion; new technology; quality; service) to actual events in a real organization to which the student has, or can obtain, access. The course requires a project of analysis, evaluation, and problem-solving. This is a writing intensive course. Prerequisite: OCOM 305 or permission of the instructor. 3 Hrs.

OCOM 350 Independent Study in Organizational Communication

A program of directed readings or a research project. Requires approval of the supervising professor and the division chairperson. Prerequisite: Core courses in the OCOM major. Open to senior organizational communication majors with a 3.000 GPA in the major. 1–3 Hrs.

PHILOSOPHY

PHIL 203 Introduction to Philosophy

Introductory study of the perennial questions of philosophy and the various methods by which philosophy has tried to answer them. 3 Hrs.

PHIL 204 **Introduction to Logic**

A study of the major forms of reasoning—deductive, inductive, and explanatory—used in everyday life, science, and philosophy. Attention will be given to the use of logical techniques in problem-solving. 3 Hrs.

PHIL 207 **Ethics**

Study of the theories and writers in moral philosophy; practical questions considered in the context of major questions of good, duty, right; consideration of problems in social ethics; and the critical analysis of contemporary moral problems. A student may not receive credit for both PHIL 207 and LLRN 410 without the prior approval of the department chair. 3 Hrs.

PHIL 305 **Medical Ethics**

An investigation of the major ethical dilemmas arising with the life sciences. The course intends to assist students to identify, analyze and decide ethical issues in such a way that they can defend their positions to themselves and to others. Some of the issues to be investigate are abortion, death and dying, patient rights and justice in the allocation of medical resources. 3 hrs.

POLITICAL SCIENCE

POLS 201 **American Politics**

Origins and development of the constitution and the federal system; introduction to the presidency, Congress, Supreme Court; political parties and pressure groups as actors in politics; conservatism and liberalism as motivating philosophies. 3 Hrs.

POLS 250 **Introduction to Comparative Politics**

An introduction to comparative methods of political research. Attention will be given to a comparison of formal institutions and to basic social, economic and cultural factors. Primary emphasis will concern the influence of these factors on political evolution and policy implementation with democratic and totalitarian governments. Prerequisite: POLS 100. *NOTE: This course satisfies the International Issues requirement.* 3 Hrs.

POLS 270 **Introduction to World Politics**

Introduction to the behavior of nation-states in the contemporary world system; examination of concepts and problems regarding security, international organizations, third world nations and international political economy. Prerequisite: POLS 100. ECON 203 recommended. *NOTE: This course satisfies the International Issues requirement.* 3 Hrs.

POLS300 **Current Topics in Political Science**

The study of selected approaches to the study of political activity or specialized topics of contemporary political science research. Possible topics include political psychology, political economic, and political fiction. Topics to be announced the term prior to offering. 3 hrs.

POLS 308 **Political Parties and Voting Behavior**

Function of political parties in a political system; comparative party systems; mass and cadre parties; proposals for more "responsible" parties; political attitudes and voting behavior. Prerequisite: POLS 201 or permission of the instructor.

POLS 313 **Constitutional Law and Judicial System**

Examines major decisions by the United States Supreme Court in the areas of legislative and executive power, commerce, civil rights and civil liberties. Examines the structure and function of the American court system, its relationship to the political process, the basis for legal argument and judicial decision-making. Participation in moot court exercises required. Prerequisite: POLS 201 and sophomore standing, or permission of instructor. 3 hrs.

POLS 314 The Judicial Process

Examination of the role and functions of courts in the American political process, legal argument, judicial decision-making, and the relationship of the judicial branch to the legislative and executive branches of government. Prerequisite: POLS 100 or 201. 3 Hrs.

POLS 316 The Congress and the Legislative Process

Examination of the structure and functions of the United States in the judicial and legislative branches. Prerequisite: POLS 100 or POLS 201. 3 Hrs.

POLS 317 The Presidency and the Executive Branch

Examination of the role and function of the President, and the structure of the executive branch of government. Prerequisite: POLS 100 or POLS 201. 3 Hrs.

POLS 320 Ethnic, Minority and Gender Politics

An examination of the struggle for political, social and economic rights on the part of ethnic minorities, religious minorities, and women in America. Focus is on political struggles, past discrimination, and present inequalities. A central question of the course looks at the extent to which opportunities for success are available to all groups. Groups examined include African-Americans, Latinos, Asians, Native Americans, Jews, and women. 3 hrs.

POLS 326 Contemporary American Foreign Policy

Analysis of the role of the United States in contemporary world politics; emphasis upon the nature of the foreign policy-making process and the rationale, content, and impact of contemporary American international actions and policies. Prerequisites: HIST 204 or permission of instructor. *NOTE: This course satisfies the International Issues requirement.* 3 Hrs.

POLS 460 Major Issues In Politics

In-depth examination of a major issue through readings, major writing assignments and class discussion. Topics vary based on faculty and student interest. Possible topics include democracy, nationalism, religion and politics, women in politics, revolution, development, the world system, environmental law, international political economy, state and society. Prerequisite: sophomore standing or above, or permission of the instructor. 3 hrs.

PSYCHOLOGY

(Prerequisite: Psychology 201 is prerequisite to all other psychology courses.)

PSYC 201 General Psychology

Survey of the field of psychology emphasizing the results of scientific investigations in the area of behavior. 3 Hrs. (Fall, Spring, Summer)

PSYC 302 Psychology of Personality

Survey of selected theories of personality and principles of personality development. Prerequisite: PSYC 201. 3 Hrs. (Summer)

PSYC 303 **Social Psychology**

Study of the behavior of the individual in society, including attitude formation and measurement, interpersonal perception, and the behavior of the individual in groups. Prerequisite: PSYC 201. 3 Hrs. (alt. Fall)

PSYC 303 **Experimental Social Psychology**

Application of experimental methods to problems of social psychology such as attitude change, conformity, and leadership. Special problems of research design and techniques peculiar to the area of social psychology are considered. Three hours laboratory per week. Prerequisite: PSYC 303. 1 Hr.

PSYC 304 **Abnormal Psychology**

A study of the deviant individual from both the dynamic and behavioral viewpoints. The diagnosis, etiology, treatment, and prevention of maladaptive behavior are considered. Prerequisite: PSYC 201. 3 Hrs. (Spring)

PSYC 305 **Introduction to Counseling**

An introduction to various theories of behavior change, including dynamic, behavioral, cognitive, humanistic, and existential approaches to therapy. Individual, group, and family therapies will be discussed. Prerequisite: PSYC 201 and either PSYC 302 or 304. 3 Hrs. (alt. Fall)

PSYC 306 **Experimental Methods of Psychology**

Application of experimental methods to problems in perception, learning, and social behavior. Principles of research, including experimental design, uses of apparatus, and procedural and statistical control are considered. This course must be taken concurrently with PSYC 306L. Prerequisite: MATH 206. 3 Hrs. (alt. Fall)

PSYC 306L **Laboratory in Experimental Psychology**

Study of techniques and procedures of psychological research and conducting of experiments in learning, perception, sensory processes, motivation, and social behavior. Three hours laboratory per week. This course must be taken concurrently with PSYC 306. 1 Hr. (alt. Fall)

PSYC 308 **The Exceptional Child**

Study of the psychological problems of children who deviate from normative patterns of growth and development. Prerequisite: PSYC 320 or permission of the instructor. Prerequisite: PSYC 201. 3 Hrs.

PSYC 311 **Psychological Tests**

Introductory study of principles of test evaluation and interpretation and consideration of examples of the major types of psychological tests in reference to these principles. Prerequisite: PSYC 201 and MATH 206. 3 Hrs.

PSYC 312 **Sensation and Perception**

An introduction to the processes by which humans receive and interpret information from the environment. Sensory coding, information processing, perceptual development, perceptual illusions, and psychophysical methods are among the topics discussed. Prerequisite: PSYC 201. 3 Hrs.

PSYC 314 **Psychology of Learning**

Survey of empirical findings on respondent and operant conditioning, and on human verbal learning with consideration of research methods and design; critical examination of historical and contemporary learning theory. Prerequisite: PSYC 201. 3 Hrs. (alt. Spring)

PSYC 315 Laboratory in Conditioning and Learning

Conducting experiments in respondent and operant conditioning and in human verbal learning. Prerequisite/Corequisite: PSYC 314. Three hours laboratory per week. 1 Hr.

PSYC 316 Cognitive Psychology

Scientific study of mental processes involved in the acquisition, storage, retrieval, and use of knowledge. This course covers theory and research in cognitive psychology as applied to topics such as attention, memory, language, and problem solving. Prerequisite: PSYC 201. 3 Hrs.

PSYC 320 Developmental Psychology

An introduction to developmental processes from conception to old age. The emphasis in the course is on developmental principles, theoretical views, and recent research. 3 Hrs. Prerequisite: PSYC 201. (Fall, Summer)

PSYC 330 Psychology of Adulthood and Aging

This course will provide an examination of the factors that contribute to the psychological profile characterizing adulthood and old age, with concentration on old age. Emphasis will be placed on theories and processes underlying continuity and change with age. Field trips to a nursing home will augment class lectures and serve as a basis for discussion of new issues in applied research and service provision for older persons. Prerequisite: PSYC 201. 3 Hrs.

PSYC 352 Topics in Psychology

Intensive consideration of a problem in psychology. The topic for the course will vary from term to term. May be repeated with different subtitles. Prerequisites: PSYC 201 and Sophomore status or above. 3 Hrs.

PSYC 400 Advanced General Psychology I

A restudy and synthesis of basic psychological principles. Prerequisites: 21 hours of psychology courses and senior status. 2 Hrs. (alt. Fall)

PSYC 401 Advanced General Psychology II

Consideration of the major areas of psychology from classical positions through contemporary viewpoints. Prerequisite: PSYC 400. 3 Hrs. (alt. Spring)

PSYC 412 Physiological Psychology

Introduction to the nervous system and internal environment and their effect upon behavior. Normal and abnormal conditions discussed with respect to sensation, learning, emotion, and motivation. Prerequisite: PSYC 201. 3 Hrs. (alt. Spring)

PSYC 421 Organizational Behavior

An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between individual and informal and formal groups; group formation, cohesiveness, conformity, norms, interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. Prerequisite: PSYC 201. 3 Hrs.

PSYC 449, 450 Independent Research

Opportunity for independent investigation of topics by means of reading and/or experimentation. First term is devoted to formulating the problem, determining its method of investigation, and compiling a bibliography; second term, to collecting the data and writing a report. Prerequisites: Permission of the department; also, PSYC 449 is prerequisite to PSYC 450. 1 Hr., 3 Hrs.

PSYC 452 Directed Readings in Psychology

Independent investigation of a topic through a program of directed readings; oral examination conducted by department members. Admission by permission of instructor. May be repeated. 1, 2, or 3 Hrs.

RELIGION

RELG 105 Introduction to the Study of Religion

An introduction to religious thought and experience including sociology of religion, history of the Christian Church, theology, ethics, and comparative religions. 3 Hrs.

RELG 205 The Old Testament (Hebrew Scriptures)

Introduction to the nature of the biblical writings and to methods of Bible study. The history, literature, and faith of the people in Israel as seen in the Old Testament. 3 Hrs. (Fall, Summer)

RELG 206 The New Testament

The history, literature, and faith of the early Christian community as seen in the New Testament. Students intending to take six hours in Bible should enroll in 205 prior to RELG 206. 3 Hrs.

RELG 210 Introduction to World Religions

A study of the religions of the world, including prehistoric beginnings. Study will include religions indigenous to North America, Africa, India, China, Japan and the Middle East. Major emphasis will be on Judaism, Christianity, and Islam as religions of the West; and Buddhism, Hinduism, and Taoism as religions of the East. *NOTE: This course satisfies the International Issues requirement.* 3 Hrs.

RELG 310 The Book of Revelation and Apocalyptic Thought

An examination of the origin and meaning of apocalypticism, particularly the New Testament apocalypse, the book of Revelation. Students will also study the influence of apocalypticism in English literature and on contemporary life and thought as reflected in political movements (communism, for example), popular songs and films, television evangelism, and current religious thought. No prerequisite, although a course in the New Testament would be helpful. 3 Hrs.

RELG 345 Religion in America

Historical analysis of American leaders and movements in religion, with special attention to continuing social and theological problems. Students may elect this course as HIST 345. 3 Hrs.

SOCIOLOGY

SOCI 203 Principles of Sociology

Basic concepts and principles of sociology; relationships and meaning of culture, society, personality, and interaction; analysis of group structure and social organization. 3 Hrs. (Fall, Spring, Summer)

SOCI 205 Cultural Anthropology

Comparative study of culture with emphasis on pre-literature societies; past and present variation of man and culture. Factors in stability and change and relation of culture to personality. 3 hrs.

SOCI 302 Social Issues and Problems

A sociological consideration of critical issues in contemporary society relating to individual deviation, social disorganization and social change; emphasis on causal factors, societal response, and proposed solutions. 3 Hrs.

SOCI 304 Marriage and Family

A study of the family as a social institution; types of family life; changing familial roles in contemporary society. 3 Hrs.

SOCI 308 Individual in Society

Study of the various social agents and processes that act on the individual throughout life to mold behavior into socially approved patterns. Focus on American society and the influence of the family, the media, the school, the peer group, and the workplace on individual behavior. Examines the processes of socialization as they are affected by sex, race, and social class. 3 Hrs.

SOCI 316 Women in Society

An analysis of the female in regard to sex-role stereotyping through an examination of the status of women, cross-cultural role differences and the dynamics of socialization. 3 hrs.

SOCI 340 Social Inequality

An examination of systems of social stratification; theoretical perspectives on stratification and differentiation; the interaction of class and status; consequences of class differences in modern America. 3 hrs.

SOCI 345 Racial and Ethnic Minorities

Analysis of majority-minority group relations and social processes. Study of origins and consequences of prejudice. Focuses on experience of ethnic and racial minority groups in American culture. 3 hrs.

SOCI 350 Topics in Sociology and Anthropology

Investigation of a single topic or area in sociology or anthropology. The topic may vary from term to term. May be taken more than once with different subtitles. 3 hrs.

SOCI 425 Urban Sociology

A study of the genesis, growth and spatial patterns of cities, including an analysis of the distribution and function of metropolises from an ecological perspective. Attention is also given to contemporary urban problems. 3 Hrs.

HAYWORTH COLLEGE GRADUATE PROGRAMS

Queens College provides opportunities for post-baccalaureate study in the Master of Arts in Teaching (MAT) in Elementary Education and for North Carolina Teacher Licensure in several areas.

MASTER OF ARTS in TEACHING (MAT)

GOALS

The MAT program will:

- provide opportunities for the teacher to develop insights into the understandings of the theoretical and philosophical bases for educational practices in the elementary school, the elementary curriculum, the interrelationship of subjects and major curriculum movements and trends;
- develop the teacher's understanding of the nature of the learner, the learning process and the evaluation of learning, including an in-depth analysis of the concepts of educational psychology, learning theory, and testing and measurement;
- assist the teacher in gaining insights and skills in the use of techniques of research and in designing and carrying out research projects, including the necessary understandings and skills to develop action research in classroom situations;
- provide the teacher with a concentrated study of the instructional areas of the elementary curriculum, including the development of a repertoire of concepts, knowledge and management skills necessary to provide developmentally appropriate learning environments for elementary school children; and
- develop the conceptual framework, skills and field experience necessary to enable teachers to synthesize the diversity of information and resources for providing a developmentally appropriate living/learning environment for elementary children.

OBJECTIVES

The MAT program will:

- develop knowledge and understanding of theories and principles of human growth and development and learning and their implications for providing learning environments appropriate to the physical, cognitive, social and emotional needs of elementary school children;
- develop an understanding of the basic principles of curriculum planning and implementation of a developmentally appropriate, comprehensive integrated classroom program;

- develop knowledge of learning strategies and models consistent with the developmental needs of elementary school children and reflective of proven educational practice and research;
- develop knowledge of effective instructional practices and assessment strategies which apply language and literacy research and theory to the planning of an integrated literature and communication process throughout the curriculum;
- develop knowledge and understanding of the mathematical concepts and processes and their implications for developing learning environments which focus on the importance of learning through concrete and manipulative experiences and on fostering positive attitudes toward mathematics;
- develop knowledge of science concepts, principles and experiences that will enable teachers to provide integrated, discovery-centered, teacher-facilitated classroom science programs which are developmentally appropriate for elementary school children.

ADMISSION

Those interested in the MAT program should contact the Hayworth College admissions office at 337-2314. To be considered for admission to the MAT program, an applicant must:

1. Hold a baccalaureate degree from an accredited institution, or be a degree candidate in the BA-MAT program in Hayworth College.
2. Submit a completed graduate application form, including the non-refundable $25 application fee.
3. Submit official transcript(s) of all post-secondary academic course work. It is the applicant's responsibility to have all transcripts sent directly from each institution attended to the Hayworth Graduate Admissions Office.
4. Have a cumulative grade-point average of at least 2.500 or better on a 4.000 scale on all post-secondary academic course work.
5. Provide the Hayworth Graduate Admissions Office with two letters of reference.
6. Submit satisfactory scores on the Graduate Record Examination (GRE).
7. International students must submit the following documents:
    a) test scores of 550 or higher on the Test of English as Foreign Language (TOEFL) Examination if English is the second language.
    b) A course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service.
    c) Bank statements stating that funds, in US currency, are available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal or state financial aid resources for foreign students.

ADMISSIONS ELIGIBILITY

Acceptance to a graduate program will remain effective for one calendar year following the beginning of the term for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the subsequent admission decision will be based on the existing admission standards at the time of reapplication.

RETENTION

Retention in the program is based on the expectation that students demonstrate the characteristics of, and conduct themselves as members of, the teaching profession. Students may be removed from the program upon showing professional incompetence. A deficiency in one or more of the following areas is evidence of professional incompetency:

- knowledge of the subject taught,
- ability to impart that knowledge,
- the manner and efficacy of discipline in the classroom,
- rapport with students, as well as parents, faculty, administration and staff,
- physical and mental ability to perform the essential functions of a teacher.

Professional incompetency may be grounds for a failure to recommend students for licensure.

STATE LICENSURE

In order to meet the requirements for licensure in the state of North Carolina, completion of the MAT program and passing scores on the Principles of Learning and Teaching and Specialty Area components of the PRAXIS are required as well as any additional requirements mandated by the N.C. Department of Instruction.

STUDENT STATUS

Graduate Status is accorded applicants who have met all admissions requirements, including a satisfactory undergraduate grade-point average, an acceptable GRE score and the satisfactory completion of any required preparation or prerequisite courses.

Preliminary Graduate Status is accorded applicants who have not yet completed the required prerequisite courses or preparatory requirements, but who have a satisfactory undergraduate grade-point average and an acceptable GRE score. Students should notify the graduate office when all preliminary course work has been completed to receive graduate status. Students must be at graduate status before the student teaching internship experience.

Non-degree Graduate Status. A student who wishes to take graduate courses for personal satisfaction or for teaching-licensure renewal, but not for a degree, will be classified as having non-degree graduate status. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and meet the standards for general admission into the graduate program. Generally, a graduate student may not take more than nine hours as a non-degree student. After completion of nine credit hours, the student should apply for full graduate status.

Transient Status. A student who wishes to take a graduate course for transfer to another institution will be classified as a transient student. Generally, a transient student is admitted for one term only. Transient students must complete an application form and submit a copy of their GRE score, a letter of good standing from their home institution and evidence of completion of any prerequisites required.

Admission on Academic Probation. When an applicant to a program presents a marginal undergraduate record or test score, the admissions committee may admit that person on academic probation. Students admitted on academic probation must meet the terms of probation as set in their admission letter in order to be allowed to continue in the program.

TUITION AND FEES

Tuition and Fees

While the Board of Trustees reserves the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for 1998–99.

Undergraduate tuition per credit hour	$225
MAT tuition per credit hour	$225
Application fee (non-refundable)	$25
Registration fee (non-refundable)	$20
Late registration fee (non-refundable)	$10
Transcript fee, expedited service only	$15
Diploma fee	$70

Course and lab fees. Specific course and lab fees are listed with the course descriptions in the *Catalog.* Students pay these fees in addition to the appropriate tuition for the courses.

Payment regulations. Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the Catalog.

1. Tuition and fees, less financial aid awarded, are due and payable in full before the beginning of each term. Payments are accepted via check, cash, MasterCard or VISA.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by Queens College. See also "Employer Assistance Deferment Plan" below.
   a. **Deferred payment plan.** Payment for fall term may be made in four equal installments, payable at registration and by the 25th of September, October and November. Payment for spring term may be made in four equal installments, payable at registration and by the 15th of February, March and April. Summer payment dates are published in the spring prior to registration for the summer term. A deferment fee of $45, payable upon registration, is incurred each term tuition is deferred under this plan. A late-payment penalty is incurred if an installment is not paid by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.
   b. **Unsecured educational loans.** A variety of student and parent loans are available. For information, contact the Office of Financial Aid.
3. A student is not permitted to attend classes until satisfactory arrangements have been

made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.

4. Diplomas, certificates and transcripts are issued only when the student's accounts have been paid in full.

Employer Assistance Deferment Plan. The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of the term. Under this plan, tuition for fall term is due by Jan. 18, spring term by June 1, and summer term by Sept. 20. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office, the Graduate Admissions Office and the Hayworth College Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan—$50 for the first course and $25 for each additional course. A late payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the director of Hayworth College or to the graduate student advisor.

Withdrawal—academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal—other reasons. Students who withdraw from classes on their own initiative will have tuition prorated according to the following schedule:

Withdrawal Date	Percent Refunded
First two weeks of the term	100%
Two to four weeks into the term	50%

Dates for summer term will be published before registration.

FINANCIAL AID

Queens makes every effort to meet the financial needs of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

Federal Programs

Application Procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College's Title IV Code

(002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year's Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan.

Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students also may borrow an unsubsidized Federal Stafford Loan regardless of need. It's possible for a student to have a Federal Stafford Loan partly based on financial need and partly not on need. Contact the Financial Aid Office for applications and additional information.

Financial Aid Policies

The Graduate Student Qualifications Committee evaluates the progress of graduate students at Queens and determines eligibility for continued enrollment. Students receiving federal Title IV financial aid funds must meet minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal and state programs are subject to congressional and legislative change.

DEGREE REQUIREMENTS

Professional Course Work. The MAT program consists of 36 hours of graduate professional education course work. In addition, a 12 credit hour student teaching internship experience in the Charlotte-Mecklenburg School (CMS) system is required. The experience is the capstone of the program. Enrollment in EDUC 593 Professional Internship takes place only after the completion of all professional education curse work.

Field Experience. In conjunction with course requirements, the program requires field experiences in a variety of grade levels in the CMS System. Field experiences related to methods courses will be arranged with the course instructor. Each student is responsible for completing the field hours required in the methods courses. In addition, students will design and complete 10-hour-minimum field placement at a CMS school of their choice. The purpose of this experience is to broaden students' knowledge and enable them to pursue their interest in the variety of CMS school configurations. A field-experience proposal must be submitted and approved by the department prior to beginning the self-designed field experience.

Forms for this purpose are available from the Education Department and must be submitted during the first month of the semester prior to the semester for which placement is requested. Each field experience placement consists of opportunities for students to:

- Observe students and teachers in a learning environment.
- Assist teachers with professional responsibilities.
- Provide direct teaching and management experience in one-on-one or small group settings.

Students are asked to keep a reflective journal documenting field experience highlights based on the 10 Education Department Knowledge Base Themes. Completed journals will be submitted to the education department prior to the internship semester.

Comprehensive Examination. A comprehensive written examination is required. The examination is taken at the end of the professional internship when all other program requirements are satisfied. Students must successfully complete the examination before they are awarded the degree or recommended for licensure. The exam is evaluated on a pass/fail basis.

Undergraduate Background. The MAT program and the North Carolina Department of Public Instruction require a well-rounded liberal arts background. In most cases the minimum general education requirements would include courses in the following areas, which must be completed before beginning the professional internship:

- Two courses in composition
- Literature
- World Civilization Since 1650
- The United States Since 1877
- General Psychology
- Principles of Sociology
- One laboratory science course
- One economics course
- One course in college mathematics
- One additional social science course, preferably political science
- Two additional liberal arts courses chosen from different disciplines, (i.e. music, art, drama, foreign language, speech, philosophy)

Professional Education Courses

Course No.	Title	Hours
EDUC 501	Principles of Learning	3
EDUC 502	Child Development	3
EDUC 503	Educational Research and Evaluation	3
EDUC 513	Foundations of Mathematics	3
EDUC 514	Introduction to Computing for Teachers	3
EDUC 515	Foundations of American Education	3
EDUC 520	Elementary School Curriculum and Instruction	3
EDUC 524	Diagnosis and Correction of Reading Difficulties	3
EDUC 527	Reading and Language Arts in the Elementary School	3
EDUC 533	Methods for Teaching Science	3
EDUC 540	Social Studies for Teachers	3
EDUC 595	Models of Teaching	3
	TOTAL	36
EDUC 593	Professional Internship	12

Suggested Course Sequence.

Students may begin the MAT program at any term—spring, summer, or fall. A sequence of courses can be developed for individual students by the MAT advisor. Suggested sequences may be obtained from the graduate student advisor or the Education Department.

Notes:

- EDUC 503 Educational Research and Evaluation and EDUC 520 Elementary School Curriculum and Instruction should be taken as early in the program as possible.
- EDUC 527 Reading and Language Arts in the Elementary School should be taken before EDUC 524 Diagnosis and Correction of Reading Difficulties.
- EDUC 593 Professional Internship should be scheduled for the final term.

POST-BACCALAUREATE TEACHER LICENSURE PROGRAM

In addition to providing graduate programs, the education department has developed individual programs for post-baccalaureate, non-degree students seeking initial North Carolina licensing.

Queens College is accredited by the state of North Carolina to offer licensure in the following areas:

- Elementary education
- Secondary: English, mathematics, biology, history, or general social studies
- K–12 Spanish or French

All courses required for secondary licensure (9–12) in English are available in the evening, with the exception of the student teacher practicum.

Licensure in elementary education, other areas of secondary (9–12), and K–12 Spanish or French is available for students who can take classes during the day as well.

Individuals who hold a bachelor's degree and are interested in obtaining teacher licensure in the areas listed above should contact the Hayworth Office of Graduate Admission at 704-337-2314 for information.

ADMISSION

To be considered for admission to the Post-baccalaureate Teacher Licensure Program (PBTL), an applicant must:

1. Hold a baccalaureate degree from an accredited institution.
2. Submit a completed graduate application form, including the non-refundable $25 application fee.
3. Submit official transcripts of all previous academic work beyond high school. It is the applicant's responsibility to have all transcripts sent directly from each institution attended to the Hayworth Office of Graduate Admissions.
4. Provide the Hayworth Office of Graduate Admissions with two letters of reference.
5. Have a cumulative grade-point average of at least 2.5 or better on a 4.0 scale on all post secondary academic course work. The grade-point average on all major courses or courses required for preparation for the area of proposed graduate study should be 3.0 or better on a 4.0 scale.
6. Provide acceptable scores on the PRAXIS I, Preprofessional Skills Test (PPST) or the Graduate Record Examination (GRE) before or during the first term of enrollment. The PPST has three components: Reading, Writing, and Mathematics. Scores are set by the North Carolina Department of Public Instruction on each component.
7. International students must also submit the following documents:
    a) test scores of 550 or higher on the Test of English as Foreign Language (TOEFL) Examination if English is the second language.
    b) A course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service.

c) Bank statements stating that funds, in US currency, are available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal or state financial aid resources for foreign students.

A post-baccalaureate student is subject to the following policies:

- Each candidate for teacher licensure must meet with an advisor to plan an individual schedule of courses. Students should thereafter meet with their advisor on a regular basis.
- The student may register for course work at any level for which the prerequisites have been satisfied.
- The student is subject to the academic regulations and standards required of degree students.
- The post-baccalaureate classification carries with it no implication that a student will be admitted to a degree program.
- Post-bac students who are subsequently admitted to a graduate degree program may request that a maximum of nine hours at graduate level credit be used for their MAT program.
- Post-bac students must successfully complete a minimum of 12 credit hours at Queens prior to student teaching.
- Post-baccalaureate students must apply for student teaching during the fall or spring term before they intend to student teach. Applicants can be obtained in the Education Department Office (Dana 303) in October for spring assignments and February for fall assignments. Notification of application deadlines and other important information is posted in the Curriculum Resource Center in the lower level of Everett Library and by the department office. Students are responsible for meeting all deadlines and completing applications and forms accurately. Failure to comply may cause delays in student teaching placements.
- Post-bac students must submit satisfactory scores on the PRAXIS II Principles of Learning and Teaching (PLT) and Specialty Area Tests. The PRAXIS II must be taken before licensure.

TUITION AND FEES

Tuition and Fees

While the Board of Trustees reserves the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for 1998–99.

Undergraduate tuition per credit hour	$225
MAT tuition per credit hour	$225
Application fee (non-refundable)	$25
Registration fee (non-refundable)	$20
Late registration fee (non-refundable)	$10
Transcript fee, expedited service only	$15

Course and lab fees. Specific course and lab fees are listed with the course descriptions in the *Catalog.* Students pay these fees in addition to the appropriate tuition for the courses.

Payment regulations. Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the Catalog.

1. Tuition and fees, less financial aid awarded, are due and payable in full before the beginning of each term. Payments are accepted via check, cash, MasterCard or VISA.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by Queens College. See also "Employer Assistance Deferment Plan" below.
    a. **Deferred payment plan.** Payment for fall term may be made in four equal installments, payable at registration and by the 25th of September, October and November. Payment for spring term may be made in four equal installments, payable at registration and by the 15th of February, March and April. Summer payment dates are published in the spring prior to registration for the summer term. A deferment fee of $45, payable upon registration, is incurred each term tuition is deferred under this plan. A late-payment penalty is incurred if an installment is not paid by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.
    b. **Unsecured educational loans.** A variety of student and parent loans are available. For information, contact the Office of Financial Aid.
3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.
4. Diplomas, certificates and transcripts are issued only when the student's accounts have been paid in full.

Employer Assistance Deferment Plan. The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of the term. Under this plan, tuition for fall term is due by Jan. 18, spring term by June 1, and summer term by Sept. 20. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office, the Graduate Admissions Office and the Hayworth College Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan—$50 for the first course and $25 for each additional course. A late payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the director of Hayworth College or to the graduate student advisor.

Withdrawal—academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal—other reasons. Students who withdraw from classes on their own initiative will have tuition prorated according to the following schedule:

Withdrawal Date	Percent Refunded
First two weeks of the term	100%
Two to four weeks into the term	50%

Dates for summer term will be published before registration.

FINANCIAL AID

Queens makes every effort to meet the financial needs of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

Federal Programs

Application Procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College's Title IV Code (002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year's Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan.

Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students also may borrow an unsubsidized Federal Stafford Loan regardless of need. It's possible for a student to have a Federal Stafford Loan partly based on financial need and partly not on need. Contact the Financial Aid Office for applications and additional information.

Financial Aid Policies

The Graduate Student Qualifications Committee evaluates the progress of graduate students at Queens and determines eligibility for continued enrollment. Students receiving federal Title IV financial aid funds must meet minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal and state programs are subject to congressional and legislative change.

REQUIREMENTS FOR TEACHER LICENSURE

Undergraduate Background

- Two courses in composition
- Literature
- World Civilization Since 1650
- The United States Since 1877
- One course in college mathematics
- General Psychology
- Principles of Sociology*
- One laboratory science course
- One economics course*
- Two additional liberal arts courses chosen from different disciplines, (i.e. music, art, drama, foreign language, speech, philosophy)

**Not required for K-12 or Secondary licensure.*

Professional Education Requirements: (Elementary K–6)

Course No.	Title	Hours
EDUC221	Intro to Teaching	3
EDUC225	Curriculum & Instruction for Elementary School	3
EDUC270	Computers in Education	3
EDUC305	Literature for Children	3
EDUC310	Educational Psychology	3
EDUC401	Language Arts Education	3
EDUC402	Diagnostic & Corrective Techniques in Reading	3
EDUC404	Mathematics Methods & Materials	3
EDUC411	Social Studies Methods & Materials	3
EDUC412	Science Methods & Materials	3
EDUC499A	Professional Internship: Elementary Student Teaching	12

Choose Two Specialty Areas

LANG ARTS	MATH	PSYC	SCIENCE	SOC STD
DRAM 103	MATH 105	PSYC 314	BIOL 103	HIST 202
ENGL 200	MATH 121	PSYC 303	CHEM 101	HIST 203
ENGL 230	MATH 206	PSYC 320	PHYS 101	HIST 204
ENGL 306	MATH 209	Choose Two:	PHYS 102	ECON 203
Choose One:	MATH 304	PSYC 308		POLS 201
ENGL 210		PSYC 311		SOCI 203
ENGL 220		PSYC 316		

Professional Education Requirements: (K–12 Foreign Language, French or Spanish)

Course No.	Title	Hours
EDUC221/515	Intro to Teaching/ Foundations in Education	3
EDUC270/514	Computers in Education	3
EDUC 299	Exploratory Internship	3
EDUC310	Educational Psychology	3
EDUC345	Content Area Reading	3
FREN442 or SPAN442	Methods and Materials for Foreign Language Teaching	3
EDUC415	Integration of Elementary School Math and Science	3
EDUC499D	Professional Internships: Foreign Language	12
EDUC452	Post-Practicum Seminar in Secondary Education (Spring)	3

Professional Education Requirements: Secondary

Course No.	Title	Hours
EDUC221/515	Intro to Teaching/ Foundations in Education	3
EDUC270/514	Computers in Education	3
EDUC310	Educational Psychology	3
EDUC345	Content Area Reading (all except Mathematics)	3
EDUC436	Secondary Methods/Materials	3
EDUC499C	Professional Internship: Secondary Student Teaching	12
EDUC452	Post-Practicum Seminar in Secondary Education (Spring)	2

ACADEMIC POLICIES

Academic Responsibility

While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements of a degree. To help the student this responsibility, all academic plans and programs should be approved by the designated advisor.

In general, a student must fulfill the degree requirements set forth in the Catalog current during the student's first term enrolled in a graduate program at Queens. Academic policies amended while a student is enrolled in courses at Queens may be deemed to apply regardless of the policies stated in the Catalog at time of entry. The College reserves the right to modify degree requirements from those listed at the time of entry due to curricular exigencies. If students are readmitted they re-enter under the Catalog in effect at the time of readmission.

Academic Advising

It is the student's responsibility to schedule advising appointments with the graduate education advisor as necessary to plan a course of study to complete a graduate program or to discuss current academic questions and problems.

Time Limit for Degree Completion

All course work must be completed within seven years of matriculation. Exceptions to this time limit must be granted by the Graduate Student Qualifications Committee.

Registration

All students are expected to register at the time and place indicated on the current term schedule.

Record of Immunization

Students enrolled in more than four credit hours in classes which begin before 4 P.M. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center. Required immunizations can also be obtained at the Health Center for a nominal charge.

Course Load

A full-time graduate academic load is nine credit hours per term. A student who is employed full-time should not take more than six graduate credit hours or nine credit hours of combined graduate and undergraduate courses per term.

Dual Enrollment

Students enrolled in the MAT program may also take undergraduate courses at Queens. They may register for these classes at the same time as graduate class registrations as long as they meet the necessary prerequisites or any other restrictions which apply to an individual class. Dual enrollees will follow the procedures, policies and calendar of the undergraduate college in which they have enrolled.

Grading System

Graduation requirements are based on the quantity and quality of the student's work. Graduate programs use the following system of grades and grade-point values per credit hour.

Grade	Quality Points
A = Excellent	4.000
B = Satisfactory	3.000
C = Poor	2.000
F = Failing	0.000
P = Passing	0.000
Course Status	
I = Course Work Incomplete	0.000
W = Student Withdrawal	0.000

Grade Point Average. A student's cumulative grade-point average at Queens is based solely on academic work at Queens, and is not affected by course credit earned at another institution.

Incomplete Status. A status of Incomplete (I) is given only if a student is passing the course and has a justifiable reason for not completing the work. This status must be changed within one year of the end of the term in which the status was recorded by completing the stipulated work. Otherwise, the instructor or the registrar may change the status as appropriate. No student with a status of "I" may receive a degree. Neither credit hours nor grade points are awarded for a course whose status is "I". When a faculty member assigns a status of "I" in a course for a student, the faculty member must complete the appropriate form in the registrar's office.

Drop and Add

When a course is dropped there is no record of that registration, and no tuition charge is incurred for that course. Students who drop all courses at Queens College in their first semester of attendance will not have matriculated into the College. The drop and add period is limited. To drop or add a course, the student must contact the Hayworth Office to complete the appropriate form(s). After the drop/add period has ended, a student leaving a class must withdraw from the course and receive a status of "W".

Withdrawal from a Course

The deadline for course withdrawal is published each term in the graduate term calendar. The withdrawal dates for tuition refund differ from the withdrawal deadline for a status of "W". Each term, the business office publishes a refund schedule, available at registration. A student who simply stops attending classes during the semester will receive a grade of F for the course.

Records of Progress

The College maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each academic term.

Transfer of Courses

At admission. Generally, no more than six semester hours (two courses) of graduate work may be transferred from another accredited institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credits is dependent upon the specific course under consideration, which will be evaluated in terms of content, level, and equivalency to the course in the Queens graduate program.

After admission. After students have been admitted to a graduate program, they must request prior approval from the student's advisor to receive credit for transferred courses. Normally, graduate students may take courses at another accredited institution for transfer if the courses are equivalent to, or supplemental to, those offered in Queens' graduate programs. Courses are accepted for transfer only with prior permission and with a grade of B or better. Ordinarily, no more than six hours of graduate credit are accepted in transfer work. An official transcript of work done at another institution must be sent to the registrar for any course taken at another institution. Any grade received from another institution will not be included in the Queens grade-point average.

Student Qualifications Committee - Graduate

The faculty has established standards of satisfactory academic progress which are administered by its Graduate Student Qualifications Committee. At the end of each term, this committee reviews the academic record of each student who is in academic difficulty.

Academic probation and dismissal. A graduate student who earns an F in any course will be subject to dismissal from the college. Students will be placed on probation if they earn a grade of C in two graduate courses, or if their grade point average falls below 3.000.

The records of students placed on academic probation will be reviewed by the committee at the end of the subsequent term. To be removed from probation, the student's cumulative record must be at least 3.000 and the student must not have more than two grades below B on the academic record. If students cannot be removed from probation, they are subject to academic dismissal from the college.

Students admitted on academic probation must meet the terms of probation set by their admission letter, which may vary, in order to be allowed to continue in the program.

Readmission to a Graduate Program. A student dismissed from a graduate program may apply for readmission after an absence of at least one term. A readmission application must be submitted to the office of graduate admissions along with a personal statement concerning the student's goals and accomplishments since leaving Queens and expectations of future success at Queens. The application will be submitted to the Graduate Student Qualifications Committee for action. A student readmitted to a graduate program following academic dismissal is normally placed on academic probation.

Graduation Requirements

Students may receive a graduate degree only after meeting all of their program requirements. A grade-point average of 3.000 or better is required in all graduate course work. No more than six extra hours (two courses) may be taken for the purpose of increasing the student's grade-point average to the required level. No course with an assigned grade below C may apply toward degree requirements.

Declaration of Intent to Graduate. It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the registrar's office no later than the first day of class in the term in which the degree requirements will be completed.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term. The diploma is awarded at that time.

Withdrawal From The College

By the Student. A student who wishes to withdraw from the College should notify the Hayworth Office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as "W". A student who simply stops attending classes will receive a grade of F for all courses.

By the College. If a student does not register for a course for two consecutive terms, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Readmission of Graduate Students

Inactive students who were in good standing who wish to re-enroll should do the following, as appropriate:

- Former students who have not enrolled elsewhere since leaving Queens and who are in good academic standing must submit only an application.
- Former students who have attended another college since leaving Queens must submit transcripts from all colleges attended and an application.

Readmitted students adhere to the requirements of the Catalog at the time of re-entry.

Honor Code

The Honor Code is part of Queens' commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the College community with an atmosphere of mutual trust among students, faculty and administration. The code applies to all phases of life at the College and is binding on all members of the College community. A student's signature on the application for admission to the College indicates understanding and acceptance of the Honor Code stated below:

As a member of the Queens College community, I do hereby resolve to uphold the Honor Code of the College and endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the propterty of others and absolute honesty in the performance of all academic work. Realizing that the Honor Code places upon me demands as well as privileges, I resolve to report any student, including myself, who may violate any of the principles of the Honor Code. I undestand the Honor Code and realize that a plea of ignorance will not be accepted by the College community.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft and academic dishonesty. Suspected violations of the Honor Code should be reported to the dean of Hayworth Collge and resolution of charges of violation will be dealt with by the dean.

Variations in Degree Requirements

Any change in degree requirements must be approved by the Graduate Student Qualifications Committee.

GRADUATE EDUCATION COURSE DESCRIPTIONS

EDUC 501 Principles of Learning

Investigation of various processes and principles of learning and their application to the teaching-learning situation. Focus will be on classical, operant and cognitive learning. 3 hrs.

EDUC502 Child Development

This is a study of theoretical and experimental literature related to the personal, social, cognitive and physical aspects of development with special emphasis on the elementary school-aged child. 3 Hrs.

EDUC503 Educational Research and Evaluation

This course considers the various techniques used in educational research. Emphasis will be placed upon critical analysis of research designs, statistical procedures and interpretation of the date. EDUC503 should be taken during the first term in which it is offered after entry in the program. 3 Hrs.

EDUC 513 Foundations of Mathematics

While studying the development of the number system in parallel with a child's cognitive development, this course stresses the "hands-on" approach to mathematics with applications from the sciences and related areas. Field experience required. 3 hrs.

EDUC514 Introduction to Computing for Teachers

This is an introduction to computers and how technology is integrated in the classroom. A survey of computer applications in society and the "classic" applications of computers in education. 3 hrs.

EDUC515 Foundations of American Education

This course is a survey of educational thought from a social and historical perspective with particular emphasis on educational theory and practice in the United States during the twentieth century. 3 hrs.

EDUC520 Elementary School Curriculum and Instruction

Exploration of the elementary school curriculum with emphasis on the development and implementation of integrated curriculum. Classroom organization and management based on developmentally appropriate practices will be examined. Field experience required. 3 hrs.

EDUC524 Diagnosis and Correction of Reading Difficulties

This course examines the cause and diagnosis of reading difficulties and methods and materials of instruction. Practical application with individuals or small groups will be required. Field experience required. 3 hrs.

EDUC527 Reading and Language Arts in the Elementary School

This course includes achievement of competencies in the use of materials and methods of instruction in the teaching of reading and language arts K–6. Emphasis is placed on the reading process, development of a literature approach for teaching reading and language arts, and the integration and interrelationship of all the language arts. Field experience required. 3 hrs.

EDUC 533 Methods for Teaching Science

This course examines the theory of how children learn science. Emphasis will be placed on science as process, involving active participation for elementary grades education.

The relationship of science to other areas of the curriculum will be stressed. Field experience required. 3 Hrs.

EDUC540 Social Studies for Teachers

This course is designed to help teachers develop a social studies curriculum which encompasses recent research and methodology developments. Field experience required. 3 hrs.

EDUC590 Topics in Education

This course provides intense consideration of a topic in education related to students in grades K–6. The topic for the course will vary from term to term. 3 hrs.

EDUC592 Directed Individual Study

This course requires independent reading and investigation of the literature relevant to a specific topic or area of education. Students must complete and have approved a proposal for an independent study on a form available in the graduate programs office, prior to registration for this course. This course may be repeated for a maximum of six credit hours. 1, 2, or 3 hrs.

EDUC593 Professional Internship

This course is designed to be the culminating course for students enrolled in the MAT program. Students will spend 11 weeks as a student intern in the Charlotte-Mecklenburg School System. This internship will integrate the theoretical and clinical dimensions of course work through direct classroom application experience. 12 hrs.

EDUC595 Models of Teaching

This course presents alternative models of teaching and analysis of instruction for elementary school teachers: curriculum foundations, analysis and implications. It includes analyzing instructional models for their implications for the design of learning environments, learning styles, alternative goal structures and possible modes of evaluation. 3 hrs.

VAIL PROGRAM OF NURSING
MASTER OF SCIENCE IN NURSING (MSN)

The Master of Science in Nursing (MSN) program with a focus in Health Systems Management is designed to prepare nurses as interdisciplinary collaborative nurse executives. Integral to the program are interdisciplinary educational experiences with the McColl School of Business. Students will gain a business perspective in economics, finance, law, ethics, and the management of organizations They will acquire advanced knowledge of nursing theory, research, informatics, systems, and health policy. Students will have opportunities to synthesize nursing and business knowledge in diverse settings and through application of the research process. Graduates will be prepared to function as members of interdisciplinary executive level teams.

ADMISSION

Those interested in the MSN program should contact the Hayworth College Admissions Office at 337-2314.

In order to be considered for admission to the MSN program as a degree candidate, an applicant must:

1. Hold a Bachelor of Science in Nursing degree from an accredited institution. (RNs with other bachelor's degrees will be considered on an individual basis.)
2. Submit a completed graduate application form, including the non-refundable $25 application fee.
3. Submit official transcripts of all post-secondary academic course work. It is the applicant's responsibility to have all transcripts sent directly from each institution attended.
4. Have a cumulative grade-point average of at least 3.000 on a 4.000 grade scale and/or acceptable GRE scores.
5. Provide two letters of reference.
6. Provide a resume including goals and objectives.
7. Provide evidence of an unrestricted license to practice nursing.
8. Complete an interview with graduate nursing faculty.

International students must also submit the following documents:

1. A test score of 550 or higher on the Test of English as a Foreign Language (TOEFL) if English is the second language. Information and registration forms are available from TOEFL Programs, ETS, Princeton, NJ 08540.
2. A course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service.

3. Bank statement(s) stating the funds in US currency available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal, state, or school financial aid resources for foreign students.

STUDENT STATUS

Full Graduate Status is accorded applicants who have met all admissions requirements, and have satisfied the prerequisites for the degree requirements.

Preliminary Graduate Status is accorded applicants who have met all the admissions requirements except the interview, and who have not yet completed the required prerequisites. Students must meet the prerequisite requirements before they begin MSN degree requirements unless they have special permission of the MSN advisor.

Non-degree Graduate Status is accorded an applicant who wishes to take graduate nursing courses for personal satisfaction or other reasons, but not for a degree. To be admitted as a non-degree graduate student, an individual must:

1. Hold a Bachelor of Science in Nursing degree from an accredited institution. (RNs with other bachelor's degrees will be considered on an individual basis.)
2. Submit a completed graduate application form, including the non-refundable $25 application fee.
3. Submit official transcript(s) of all post-secondary academic course work. It is the applicant's responsibility to have all transcripts sent directly from each institution attended.
4. Have a cumulative grade-point average of at least 3.000 on a 4.000 grade scale in all post-secondary academic course work and/or acceptable GRE scores.
5. Provide evidence of an unrestricted license to practice nursing.

Generally, a graduate student may not take more than nine hours as a non-degree student.

Transient Status is accorded an applicant who wishes to take a graduate course for transfer to another institution. Generally, a transient student is admitted for one term only. Transient students must complete an application form, a letter of good standing from their home institution showing permission to take specific course(s), and evidence of completion of any prerequisites required.

TUITION AND FEES

While the Board of Trustees reserves the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for 1998–99.

Pauline Lewis Hayworth College

Application fee—Non-refundable	$ 25
Registration fee—Non-refundable	$ 20
Late registration fee—Non-refundable	$ 10
Undergraduate tuition per credit hour	$225

MSN tuition per credit hour	$225
Diploma fee (in term of graduation)	$ 70
Transcript fee	None
Transcript fee—expedited service only	$ 15

Payment regulations. Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the Catalog.

1. Tuition and fees, less financial aid awarded, are due and payable in full before the beginning of each term. Payments are accepted via check, cash, MasterCard or VISA.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following program
   a. **Deferred payment plan.** Payment for fall term may be made in four equal installments, payable at registration and by the 25th of September, October and November. Payment for spring term may be made in four equal installments, payable at registration and by the 15th of February, March and April. Summer payment dates are published in the spring prior to registration for the summer term. A deferment fee of $45, payable upon registration, is incurred each term tuition is deferred under this plan. A late-payment penalty is incurred if an installment is not paid by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.
   b. **Unsecured educational loans.** A variety of student and parent loans are available. For information, contact the Office of Financial Aid.
3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.
4. Diplomas, certificates and transcripts are issued only when the student's accounts have been paid in full.

Employer Assistance Deferment Plan. The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of the term. Under this plan, tuition for fall term is due by Jan. 18, spring term by June 1, and summer term by Sept. 20. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office, the Graduate Admissions Office and the Hayworth College Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan—$50 for the first course and $25 for each additional course. A late payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the director of Hayworth College or to the graduate student advisor.

Withdrawal—academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal—other reasons. Students who withdraw from classes on their own initiative will have tuition prorated according to the following schedule:

Withdrawal Date	Percent Refunded
First two weeks of the term	100%
Two to four weeks into the term	50%

Dates for summer term will be published before registration.

If you are a Title IV recipient and withdraw from all classes between the fourth and eighth week of the term, you will be eligible for a 25% refund on tuition charges.

Students who feel that individual circumstances warrant exemptions from this policy may appeal to the Financial Policies Committee, provided such appeal is made in writing to the Treasurer before the end of the term for which proration is requested.

FINANCIAL AID

Queens makes every effort to meet the financial needs of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

Federal Programs

Application Procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College's Title IV Code (002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year's Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan.

Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students also may borrow an unsubsidized Federal Stafford Loan regardless of need. It's possible for a student to have a Federal Stafford Loan partly based on financial need and partly not on need. Contact the Financial Aid Office for applications and additional information.

SCHOLARSHIPS AND FELLOWSHIPS

The James D. Vail III Scholarship

The James D. Vail III Scholarship was established in 1989 to recognize students who have distinguished themselves academically and/or professionally. Selection is merit based and is made by the nursing faculty based on the following criteria:

- at least 25 years old;
- qualified for or accepted into the nursing major;
- grade point average of at least 3.00 if undergraduate, 3.5 if graduate;
- completed at least 12 credit hours in the year prior to consideration;
- abides by the Queens College Honor Code;
- able and willing to represent Queens College in a favorable way in the community;
- able and willing to be helpful in recruiting new students;
- leadership;
- outstanding character.

The Carolyn M. Jones Scholarship

The Carolyn M. Jones Scholarship was established in 1992 in honor of Dr. Carolyn M. Jones, Chair of the Division of Nursing from 1982 to 1992. This award is a merit award, not need-based. Selection will be made by the nursing faculty based on the following criteria:

- senior status in the undergraduate major or 12 credit hours completed in MSN;
- effective team member;
- quiet leader among students;
- great interpersonal skills with all groups;
- non-judgmental;
- love of learning for learning's sake;
- altruistic.

The Landers Scholarship

The Landers Scholarship was established in 1997 to recognize students who have distinguished themselves academically and/or professionally. It is a need-based award. Selection is made by the nursing faculty based on the following criteria:

- at least 25 years old;
- qualified for or accepted into BSN/MSN major;
- grade point average of at least 3.00 if undergraduate, 3.5 if graduate;
- completed at least 12 credit hours in the year prior to consideration;
- abides by the Queens College Honor Code;
- able and willing to represent Queens College in a favorable way in the community;

- able and willing to be helpful in recruiting new students;
- leadership;
- outstanding character;
- shows evidence of need.

Financial Aid Policies

The Nursing Student Qualifications Committee—Graduate evaluates the progress of MSN students according to the standards indicated under "Academic Policies." Students receiving federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal programs are subject to congressional and legislative change.

DEGREE REQUIREMENTS

MSN

The MSN program consists of 36 credit hours of graduate credit including 15 credit hours in Nursing core courses, 12 credit hours in Interdisciplinary core courses, and 9 credit hours in Business core courses. In addition, all students must meet the competency requirements of undergraduate statistics and computer literacy in order to begin graduate level courses.

Nursing Core Courses

Course #	Title	Hours
NURS612	Theoretical Foundations	3
NURS614	Issues for Advanced Practice Nursing	3
NURS632	Research Methods	3
NURS634	Health Care Practicum	6
Interdisciplinary Core Courses		
NURS624	Health Policy	3
NURS626	Health Care Delivery Systems	3
NURS628	Health Care Informatics	3
BUSN640	Health Care Economics	3
Business Core Courses		
BUSN605	Law and Business	3
BUSN610	Management of Organizations	3
BUSN642	Health Care Finance	3
	TOTAL	36

MSN/MBA DUAL DEGREES

MSN candidates may also plan to complete the courses for the Master of Business Administration (MBA). Students who plan to complete a dual degree must meet the requirements for both the MSN and MBA, including acceptable GMAT scores. Several of the MBA requirements are included in the MSN degree requirements. MSN candidates interested in pursuing an MBA should contact the MBA advisor in the Registrar's Office to discuss the requirements and plan of study.

NURSING MANAGEMENT CERTIFICATE

Nurses who have a BSN and who meet all admission requirements for the MSN may enroll in specific courses as nondegree students for completion of 15 credit hours for a Nursing Management Certificate.

Certificate Requirements

Course #	Title		Hours
BUSN605	Law and Business		3
BUSN610	The Management of Organizations		3
NURS614	Issues for Advanced Practice in Nursing		3
NURS626	Health Care Delivery Systems		3
BUSN640	Health Care Economics		3
		TOTAL	15

RN-TO-MSN PROGRAM

Registered nurses in the Hayworth College BSN degree completion program are eligible to apply for admission to the RN to MSN program after completing all undergraduate proficiency and foundation requirements, all BSN prerequisites, and NURS 300, NURS 400, NURS 401 and NURS 402. BSN students who apply for the MSN must meet the same admissions requirements for the MSN, with the exception of having completed the BSN. RN-to-MSN students will receive their BSN after completion of nine credit hours in the MSN, including NURS 614 and NURS 626.

Proposed Sequence for RN-to-MSN Program

The following is the proposed sequence for the RN-to-MSN degree program. To qualify for admission to the major, students must complete with a C– or better (or test out of all support courses) and have an overall GPA of 3.000 at Queens and of 2.500 in the support courses. The residency requirement of 45 credit hours and 36 hours in 300-400 level courses is required.

Support Courses

Course #	Title		Hours
CHEM 101	General Chemistry I		3
CHEM 101L	Chemistry Lab I		1
CHEM 102	General Chemistry II		3
CHEM 102L	Chemistry Lab II		1
BIOL 111	Human Anatomy		3
BIOL 111L	Anatomy Lab		1
BIOL 112	Human Physiology		4
BIOL 120	Intro to Medical Microbiology		4
PSYC 201	General Psychology		3
PSYC 320	Developmental Psychology		3
PSYC 304	Abnormal Psychology		3
MATH 206	Statistical Methods		3
		TOTAL	32

Hayworth College Degree Requirements

ENGL 101	Communication Skills I	3
ENGL 102	Communication Skills II	3

BCIS 110	Intro to Microcomputers	3
AREA II	Music or Art History Course	3
AREA III (2)	History, Philosophy, Religion or Literature	6
AREA IV	Sociology, Political Science or Economics	3
AREA V	International Issues	3
Electives	(300-level course if needed)	5
	TOTAL	29

Nursing Courses

NURS 204	Pharmacology	3
NURS 205	Nutrition	3
NURS 300	Nursing: A Practice Discipline	4
NURS 400	Nursing Research	3
NURS 401	Management in Nursing	3
NURS 402	Community Health	6
	TOTAL	22

Professional Validation

- Admission to the major
- Evidence of current work experience
- Successful completion of an RN program

TOTAL 28

Graduate Courses

(Student must apply to the Graduate Program and be accepted before taking 600 level courses.)

NURS 614 Issues for Advances Practice Nursing	3
NURS 626 Health Care Delivery System	3
Additional MSN course	3
TOTAL	9
TOTAL OF ALL CREDIT HOURS	120

ACADEMIC POLICIES

Academic Responsibility

While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements of a degree. To help the student meet this responsibility, all academic plans and programs should be approved by a designated advisor.

In general, a student must fulfill the degree requirements set forth in the Catalog current during the student's first term enrolled in a graduate program at Queens. Academic policies amended while a student is enrolled in courses at Queens may be deemed to apply regardless of the policies stated in the Catalog at time of entry. The College reserves the right to modify degree requirements from those listed at the time of entry due to curricular exigencies. If students are readmitted, they re-enter under the Catalog in effect at the time of readmission.

Academic Advising

The MSN student advisor serves as the academic advisor for all MSN students. It is the student's responsibility to schedule advising appointments as necessary to plan a course of study to complete the MSN program or to discuss current academic questions and problems.

Time Limit for Degree Completion

All course work must be completed within five years of matriculation. Exceptions to this time limit must be granted by the Nursing Student Qualifications Committee—Graduate.

Registration

All students are expected to register at the time and place indicated on the current term schedule.

Record of Immunization

Students enrolled in more than four credit hours in classes which begin before 4 P.M. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center. Required immunizations can also be obtained at the Health Center for a nominal charge.

When MSN students are enrolled in NURS 634, they must abide by the immunization policies of the agency involved in that course.

Course Load

A full-time graduate academic load is nine credit hours per term. A student who is employed full-time should not take more than six graduate credit hours or nine credit hours of combined graduate and undergraduate courses per term.

Dual Enrollment

MSN students may also take undergraduate courses as long as they have met any prerequisite of the undergraduate course. They register for these classes on the same registration form with their graduate courses. Procedures, policies and calendar for the undergraduate college must be observed.

Grading System

Graduation requirements are based on the quantity and quality of the student's work. Graduate programs use the following system of grades and grade-point values per credit hour.

Grade	Quality Points
A = Excellent	4.000
B = Satisfactory	3.000
C = Poor	2.000
F = Failing	0.000
P = Passing (B or better)	0.000

Course Status	
I = Course Work Incomplete	0.000
W = Student Withdrawal	0.000

Grade Point Average. A student's cumulative grade-point average at Queens is based solely on academic work at Queens, and is not affected by course credit earned at another institution.

Incomplete Status. A status of Incomplete (I) is given only if a student is passing the course and has a justifiable reason for not completing the work. This status must be changed within one year of the end of the term in which the status was recorded by completing the stipulated work. Otherwise, the instructor or the registrar may change the status as appropriate. No student with a status of "I" may receive a degree. Neither credit hours nor grade points are awarded for a course whose status is "I". When a faculty member assigns a status of "I" in a course for a student, the faculty member must complete the appropriate form in the registrar's office.

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NURSING STUDENT QUALIFICATIONS COMMITTEE—GRADUATE

The faculty has established standards of satisfactory academic progress which are administered by the Nursing Student Qualifications Committee—Graduate (NSQC-G). At the end of each term, this committee reviews the academic record of each student who is in academic difficulty.

Academic probation and dismissal. A student who earns an F in any course will be subject to dismissal from the College.

Students will be placed on probation if they earn a grade of C in two graduate courses, or if their grade point average falls below 3.000.

The records of students placed on academic probation will be reviewed by the committee at the end of the subsequent term. To be removed from probation, the student's cumulative record must be at least 3.000 and the student must not have more than two grades below B on the academic record. If students cannot be removed from probation, they are subject to academic dismissal from the college.

Students admitted on academic probation must meet the terms of probation set by their admission letter, which may vary, in order to be allowed to continue in the program.

Readmission to a Graduate Program. A student dismissed from the program may apply for readmission after an absence of at least one year. A readmission application must be submitted to the Office of Hayworth Graduate Admissions, along with a personal statement concerning the student's goals and accomplishments since leaving Queens and expectations of future success at Queens. The application will be submitted to the NSQC-G for action. A student readmitted to the MSN program following academic dismissal is normally placed on academic probation.

Graduation Requirements

Students may receive a graduate degree only after meeting all of their program requirements. A grade-point average of 3.000 or better is required in all graduate course work. No more than six extra hours (two courses) may be taken for the purpose of increasing the student's grade-point average to the required level. No course with an assigned grade below C may apply toward degree requirements.

Declaration of Intent to Graduate. It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the registrar's office no later than the first day of class in the term in which the degree requirements will be completed.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term. The diploma is awarded at that time.

WITHDRAWAL FROM THE COLLEGE

By the Student. A student who wishes to withdraw from the College should notify the registrar's office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as "W". A student who simply stops attending classes will receive a grade of "F" for all courses.

By the College. If a student does not register for a course for two consecutive terms, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory

Readmission of Graduate Students

Inactive students who were in good standing who wish to re-enroll should do the following, as appropriate:

* Former students who have not enrolled elsewhere since leaving Queens and who are in good academic standing must submit only an application.
* Former students who have attended another college since leaving Queens must submit transcripts from all colleges attended and an application.

Readmitted students adhere to the requirements of the Catalog at the time of re-entry.

Leave of Absence

Graduate students may be granted a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the graduate student advisor. Students who return on the agreed-upon date re-enter the program with the same status held at the time they left. Students who do not obtain a formal leave of absence, or those who do not return in the agreed-upon terms, shall be considered withdrawn from the College and will have to reapply to gain readmission.

Variations in Degree Requirements

Any change in degree requirements must be approved by the NSQC-G.

Honor Code

The Honor Code is part of Queens' commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the College community with an atmosphere of mutual trust among students, faculty and administration. The code applies to all phases of life at the College and is binding on all members of the College community. A student's signature on the application for admission to the College indicates understanding and acceptance of the Honor Code stated below:

As a member of the Queens College community, I do hereby resolve to uphold the Honor Code of the College and endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the propterty of others and absolute honesty in the performance of all academic work. Realizing that the Honor Code places upon me demands as well as privileges, I resolve to report any student, including myself, who may violate any of the principles of the Honor Code. I undestand the Honor Code and realize that a plea of ignorance will not be accepted by the College community.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft and academic dishonesty. Suspected violations of the Honor Code should be reported to the dean of Hayworth Collge and resolution of charges of violation will be dealt with by the dean.

GRADUATE COURSE DESCRIPTIONS

BUSINESS ADMINISTRATION

BUSN 605 Law and Business

This course will examine the relationship between business and the complex network of state and federal laws and regulatory agencies. It is designed as a study of the legal and ethical environment of business. Topics will include the development of the law and the legal system, regulatory law and regulatory agencies, commercial law basics and the fundamentals of applied business ethics. Specialty topics will include employment and labor law, environmental law, litigation / risk management, insurance, and others. 3 hrs.

BUSN 610 The Management of Organizations

This course focuses on the management of human behavior in work environments. It includes the development, design, operation and control of activities necessary to generate the goods and services of profit and nonprofit organizations, as well as considering the personal dynamics of individuals, groups, and organizations. Major topics include motivation, stress, career process, leadership, decision making and conflict management. Prerequisite: BUSN 503. 3 hrs.

BUSN 640 Health Care Economics

This course focuses on economic theory and its application to the provision of health care and health services. Emphasis will be placed on understanding behavior of the principal participants in health care. Current topics will be considered in depth. 3 hrs.

BUSN 642 Health Care Finance

This course focuses on the concepts, principles and analytic techniques used in health care financial management. Emphasis will be placed on decision making based on accounting information in the complex health care environment. Prerequisite: MATH 206. 3 hrs.

NURSING

NURS 612 Theoretical Foundations of Nursing Practice

This course focuses on the development and analysis of knowledge from nursing and related disciplines. Theory as a foundation for nursing practice and nursing research will be examined. 3 hrs.

NURS 614 Issues for Advanced Practice Nursing

This course is designed to foster a multidisciplinary approach to the resolution of health care issues. Practice, social, epidemiological, and environmental issues will be analyzed from the perspective of advanced practice nursing. 3 hrs.

NURS 624 Health Policy

This course will focus on developing a comprehensive knowledge of how health policy is formulated, and how it impacts clinical practice and health care delivery. The use of the negotiation to influence the policy process will be discussed. 3 hrs.

NURS 626 **Health Care Delivery Systems**

This course focuses on the ways health care is organized, delivered, and evaluated in community and population based systems. Prerequisite: BUSN610. 3 hrs.

NURS 628 **Health Care Informatics**

This course focuses on developing an understanding of the concepts relevant to health care informatics and the use of information technology in health care organizations. A main focus is the use of computer applications to support clinical and administrative decision making. Since students taking this course are expected to use the Internet and the World Wide Web, students need: a computer with a browser that facilitates access to the World Wide Web, and an e-mail account. 3 hrs.

NURS 632 **Research Methods**

This course focuses on research methodology, critical analysis of studies, and the relationship among theory, research, and practice. Prerequisites: Statistics and computer literacy, and NURS 612. 3 hrs.

NURS 634 **Health Care Practicum**

This course focuses on collaboration as an interdisciplinary member of the health care team. Opportunities for analyses of the organization of health care delivery systems will be provided. A project will be implemented. Prerequisite: All other MSN required courses. 6 hrs.

NURS 680 **Independent Study**

This course is designed to meet individual learning needs that build on current courses in the curriculum. May be repeated for credit. 1, 2, or 3 hrs.

McCOLL SCHOOL OF BUSINESS GRADUATE PROGRAMS

The McColl School of Business seeks to provide men and women of energy and ability with the opportunity to enhance their business and management skills. Those who take advantage of this opportunity will execute their roles in life with determination, judgment, and integrity in increasingly responsible positions of leadership in the world of commerce and practical affaits.

The McColl School of business offers the Master of Business Administration (MBA) through the evening part time MBA program or the weekend Executive MBA Program.

Applications for admission to the evening MBA program may be obtained by writing the Office of McColl School Admissions, Queens College, 1900 Selwyn Avenue, Charlotte, NC 28274 or by calling 704-337-2224. The office is located in Burwell Hall.

Applications for admission to the Executive MBA program may be obtained by writing the Office of Executive Programs, Queens College, 1900 Selwyn Avenue, Charlotte, NC 28274 or by calling 704-337-2489. The office is located in the Dana Building.

MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM

The MBA program prepares students to be skilled general managers. The curriculum stresses the interaction of the functional areas of business within the broader social and international context and emphasizes high standards of ethical and social responsibility.

The curriculum is developed, taught and regularly updated by a faculty with strong academic and business experience. They stress the need to develop communication and writing skills, international and cultural awareness, and a comprehensive managerial perspective. The curriculum includes a high proportion of specifically required courses to ensure exposure to essential techniques, experiences and information for today's manager. The program begins with the development of a comprehensive background and offers a common core of managerial skills and required competencies in the functional areas of business. Its curriculum underscores the complexity and diversity of managerial decisions in national and international economies. Instruction is presented through various methods including extensive use of case studies. Classes meet one evening a week.

ADMISSION TO THE EVENING MBA PROGRAM

In order to be considered for admission as a degree candidate to the MBA program, an applicant must:

- Hold a baccalaureate degree from an accredited institution.
- Submit a completed graduate application form, including the non-refundable $25 application fee.
- Submit official transcript(s) of all previous academic work beyond high school. It is

the applicant's responsibility to have all transcripts sent directly from each institution attended to the office of graduate admissions at Queens.

- Have a cumulative grade-point average generally of at least 2.500 or better on a 4.000 scale on all post-secondary academic course work.
- Provide the admissions office two letters of reference.
- Submit satisfactory scores on the Graduate Management Admissions Test (GMAT) taken within the last five years.
- International students must submit the following documents:

A test score of 550 or higher on the Test of English as a Foreign Language (TOEFL) examination if English is the second language. Information and registration forms are available from TOEFL Programs, ETS, Princeton, NJ, 08540.

A course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service.

Bank statements stating the funds in U.S. currency available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal or state financial aid resources for foreign students.

STUDENT STATUS

Graduate status. Graduate status is accorded applicants who are pursuing a degree and who have met all admissions requirements, including a satisfactory undergraduate grade-point average and an acceptable GMAT score.

Non-degree graduate status. Non-degree graduate status is accorded students who wish to take graduate courses for personal satisfaction, but who may not wish to work toward a degree. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and must have an undergraduate overall grade point average of 3.000. Non-degree graduate students generally may not take more than nine credit hours. After completion of nine credit hours, the student should apply for graduate degree status.

Transient status. Transient status is accorded a student who wishes to take a graduate course for transfer to another institution. Generally, a transient student is admitted for one term only. Transient students must complete an application form and submit a copy of their GMAT score, a letter of good standing from their home institution and evidence of completion of any prerequisites needed.

Post-baccalaureate status. Post-baccalaureate status is accorded those students who wish to complete foundation courses for the MBA program, but have not yet submitted a GMAT score.

A post-baccalaureate student is subject to the following policies:

- A post-baccalaureate student must complete the same admissions procedures as other graduate applicants and must meet the standards for general admission into the MBA program except for submission of the GMAT score.
- Post-baccalaureate students may register for foundation courses or undergraduate courses for which they have the prerequisites. They may register for a course at the 600 level only by exception and with the specific permission of the MBA advisor.

- Post-baccalaureate students are subject to the academic regulations and standards required of degree students.
- The post-baccalaureate classification is a non-degree status which carries with it no implication that a student will be admitted to the MBA degree program.
- Post-baccalaureate students who are subsequently admitted to the MBA degree program may request that a maximum of six hours completed by exception at the 600 level be used for their program.

Admission of undergraduates to graduate study

Seniors at Queens College with a cumulative grade-point average of 3.5 or better may enroll in a graduate course at Queens subject to written approval, prior to registration, by the department offering the course. The student's total credit hours for the semester (including the graduate course) should not exceed 18 hours and the cumulative graduate credit earned by seniors shall not exceed nine hours. These courses are not counted toward the credit hours required for the baccalaureate degree, but can be counted toward the residency requirement. Seniors may request that these courses be included as a part of their graduate program if they are subsequently admitted to a graduate program at Queens.

This policy is applicable to seniors in both the College of Arts and Sciences and the Hayworth College. The tuition for full-time students is included in the comprehensive fee. Part-time students will be charged the graduate program rate.

Admission on academic probation

When an applicant to a program presents a marginal undergraduate record or test score, the admissions committee may admit that person on academic probation. Students admitted on academic probation must meet the terms of probation set by their admission letter in order to be allowed to continue in the program.

Admissions eligibility

Acceptance to a graduate program will remain effective for one calendar year following the beginning of the term for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the subsequent admission decision will be based on the existing admission standards at the time of reapplication.

TUITION AND FEES

While the Board of Trustees reserves the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for 1998–99.

MBA tuition per credit hour	$260
Application fee (non-refundable)	$25
Registration fee (non-refundable)	$20
Late registration fee (non-refundable)	$10
Transcript fee, expedited service only	$15
Diploma fee (cost of purchasing master's hood is not included)	$70

Payment regulations. Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the Catalog.

1. Tuition and fees, less financial aid awarded, are due and payable in full before the beginning of each term. Payments are accepted via check, cash, MasterCard or VISA.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by Tuition Management Services (TMS). See also "Employer Assistance Deferment Plan" below.
   a. **Deferred payment plan.** Payment for fall term may be made in four equal installments, payable at registration and by the 25th of September, October and November. Payment for spring term may be made in four equal installments, payable at registration and by the 15th of February, March and April. Summer payment dates are published in the spring prior to registration for the summer term. A deferment fee of $55, payable upon registration, is incurred each term tuition is deferred under this plan. A late-payment penalty is incurred if an installment is not paid by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.
   b. **Unsecured educational loans.** A variety of student and parent loans are available. For information, contact the Office of Financial Aid.
3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.
4. Diplomas, certificates and transcripts are issued only when the student's accounts have been paid in full.

Employer Assistance Deferment Plan. The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of the term. Under this plan, tuition for fall term is due by Jan. 19, spring term by June 1, and summer term by Sept. 21. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office, the Graduate Admissions Office and the Hayworth College Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan—$50 for the first course and $25 for each additional course. A late payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the director of Hayworth College or to the graduate student advisor.

Withdrawal—academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal—other reasons. Students who withdraw from classes on their own initiative will have tuition prorated according to the following schedule:

Withdrawal Date	Percent Refunded
First two weeks of the term	100%
Two to four weeks into the term	50%

Dates for summer term will be published before registration.

Students who feel that individual circumstances warrant exemptions from this policy may appeal to the Financial Policies Committee, provided such appeal is made in writing to the Treasurer before the end of the term for which proration is requested.

A detailed worksheet of the refund policy, available in the Office of Financial Aid, is provided to students upon request.

Withdrawal—academic regulations. For further information about the withdrawal procedure, see the section on "Withdrawal from the College" under Academic Policies.

FINANCIAL AID

Queens makes every effort to meet the financial needs of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

Federal programs

Application Procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College's Title IV Code (002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year's Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Federal Perkins Loans permit students with established need to borrow as much as $3,000 per year of undergraduate enrollment. Students with exceptional need may be eligible for loans for graduate study.

These loans bear a five-percent annual interest rate during repayment. Repayment begins six to nine months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be canceled.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan.

Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students also may borrow an unsubsidized Federal Stafford Loan regardless of need. It's possible for a student to have a Federal Stafford Loan partly based on financial need and partly not on need. Contact the Financial Aid Office for applications and additional information.

SCHOLARSHIPS AND FELLOWSHIPS

Blumenthal Fellowships

The Blumenthal Foundation has made possible the awarding of fellowships ranging from $500 to $2,000 per year. The fellowships are awarded to students based on academic achievement, leadership potential, scholarly promise, personal achievement, outstanding character and community service.

Applications for the Blumenthal Fellowships, which are awarded annually in August, are available from the McColl School MBA Admissions Office.

To be eligible, applicants;

1. must be accepted as a first-time degree candidate in the MBA program and submit an application for the fellowship within the first year as a degree candidate. Thus, students accepted in the Spring and Summer as well as those accepted for Fall term, may submit an application prior to the August deadline.
2. must submit a written personal statement and a letter of endorsement from employer or supervisor.
3. must submit GMAT score of at least 600.
4. must be available for an interview with the Selection Committee.

Acceptance of a fellowship requires that the student

1. complete at least nine (9) credit hours per year.
2. be willing to attend and participate in the Blumenthal Conference on Social Responsibility held annually in October at Wildacres Retreat in Little Switzerland, N.C.
3. be willing to represent the McColl School at school functions from time to time during the year.

McColl Senior Fellowships

Friends of Mr. Hugh L. McColl Sr. have made possible the awarding of fellowships ranging from $500 to $2,000 per year. The fellowships are awarded to students based on academic achievement, leadership potential, scholarly promise, personal achievement, outstanding character and community service.

Applications for the McColl Senior Fellowships, which are awarded prior to the beginning of each term, are available from the McColl School MBA Admissions Office.

To be eligible, applicants:

1. must be accepted as a first-time degree candidate in the MBA program and submit an application for the fellowship prior to their first term as a degree candidate.
2. must submit a written personal statement and a letter of endorsement from an employer or supervisor.
3. must submit a GMAT score of at least 600.
4. must be available for an interview with the Selection Committee.

Acceptance of a fellowship requires that the student

1. complete at least nine (9) credit hours per year.

2. be willing to attend and participate in the Blumenthal Conference on Social Responsibility held annually in October at Wildacres Retreat in Little Switzerland, N.C.
3. be willing to represent the McColl School at school functions from time to time during the year.

Financial Aid Policies

The Graduate Student Qualifications Committee evaluates the progress of graduate students at Queens and determines eligibility for continued enrollment, according to the standards indicated under "Academic Policies." Students receiving federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal and state programs are subject to congressional and legislative change.

DEGREE REQUIREMENTS

The MBA program consists of foundation courses, core courses and electives. Applicants without an undergraduate major in business usually will be expected to take all of the foundation courses. Applicants with an undergraduate major in business or some undergraduate business course work may waive one or two of the foundation courses. The decision on waiver of foundation courses normally will be made at the time of admission and is based on specific recent course work with grades of B or better.

Foundation Courses

The foundation courses are designed to provide preparation in, and an understanding of, economics, accounting, finance, statistics, marketing and management. In addition the necessity for computer knowledge will vary with each course within the program. There is an expectation that all MBA students are comfortable with current applicable computer technology. Foundation courses are offered on a Pass/No Record basis. Pass = B or better.

Foundation Courses	Credit Hours
BUSN 502 Financial Accounting	3
BUSN 503 Survey of Marketing and Management	3
BUSN 516 Economic Analysis I	3
BUSN 522 Finance I (Prerequisites: BUSN 502 and 516)	3
	Total 12

Core Courses

The contents of the core courses are based on the assumption that students have completed or waived the foundation courses and have some computer literacy.

Core Courses	Title	Credit Hours
Level One:		
BUSN 605	Law and Business	3
BUSN 608	International Business (Prerequisite: BUSN 503)	3
Level Two:		
BUSN 610	The Management of Organizations (Prerequisite: BUSN 503)	3
BUSN 615	Economic Analysis II (Prerequisite: BUSN 516)	3
BUSN 620	Managerial Accounting (Prerequisite: BUSN 502)	3
BUSN 622	Finance II (Prerequisites: BUSN 522 and 620)	3
BUSN 630	Marketing Management (Prerequisite: BUSN 503)	3
BUSN 635	Decision Science	3
BUSN 650	Business Policy (Prerequisites: ALL other core courses)	3
		Total 27

Elective Courses (choose two)	Title	Credit Hours
BUSN 652	Technology Management	3
BUSN 654	Business, Society and Ethics	3
BUSN 656	Production/Operations Management	3
BUSN 658	Investment Analysis and Portfolio Management	3
BUSN 660	Communications	3
BUSN 662	Capitalism and Its Origins	3
BUSN 664	Legal Environment of Business	3
BUSN 668	Money and International Finance	3
BUSN 670	Specialized Topics in Business	3
BUSN 680	Independent Study	1, 2, 3
		Total: 6
		Total of all: 45

COURSE SEQUENCE FOR THE MBA PROGRAM

A student generally must complete the foundation courses before taking the core courses. However, if because of scheduling difficulties, no foundation courses are available, students may take a core course for which they have completed the prerequisite(s) and then complete the foundation course(s) in the next term in which the course(s) are scheduled.

BUSN 650 Business Policy must be taken after all foundation and all other core courses are completed. It may be scheduled with an elective, but it may not be taken with any other required course.

Students should not take an elective until they have completed all of the foundation courses and half of the core courses.

Refer to the course descriptions at the end of this section for further information of content and prerequisites.

ACADEMIC POLICIES

Academic responsibility

While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree. To help the student meet this responsibility, all academic plans and programs should be approved by a designated advisor.

In general, a student must fulfill the degree requirements set forth in the *Catalog* current during the student's first term enrolled in a graduate program at Queens. Academic policies amended while a student is enrolled in courses at Queens may be deemed to apply regardless of the policies stated in the *Catalog* at time of entry. The College reserves the right to modify degree requirements from those listed at the time of entry due to curricular exigencies. If students are readmitted, they re-enter under the Catalog in effect at the time of readmission.

Academic advising

The graduate student advisor serves as the academic advisor for the MBA program. It is the student's responsibility to schedule advising appointments as necessary to plan a course of study to complete a graduate program or to discuss current academic questions and problems.

Time limit for degree completion

All course work must be completed within seven years of matriculation. Exceptions to this time limit must be granted by the Graduate Student Qualifications Committee.

Registration

All students are expected to register at the time and place indicated on the current term schedule.

Record of immunization

Students enrolled in more than four credit hours in classes which begin before 4 P.M. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center. Required immunizations can also be obtained at the Health Center for a nominal charge.

Course load

A full-time graduate academic load is nine credit hours per term. A student who is employed full-time should not take more than six graduate credit hours or nine credit hours of combined graduate and undergraduate courses per term.

Dual enrollment

Students enrolled in the MBA program may also take undergraduate courses in Hayworth College and/or the College of Arts and Sciences. They may register for these classes at the same time as MBA registration as long as they meet the necessary prerequisites or any other restrictions which may apply to an individual class.

Dual enrollees will follow the procedures, policies and calendar of the undergraduate college.

Grading system

Graduation requirements are based on the quantity and quality of the student's work. Graduate programs use the following system of grades and grade-point values per credit hour.

Grade	Grade Points
A = Excellent	4.000
B = Satisfactory	3.000
C = Poor	2.000
F = Failing	0.000
P = Passing (B or better)	0.000
Course Status	
I = Course Work Incomplete	0.000
W = Student Withdrawal	0.000

Grade-Point Average The grade-point average is used to determine eligibility for admission and graduation. It is calculated by dividing the total number of points by the total number of graded credit hours attempted. Graded credit hours include all courses with grades of A, B, C and F. Courses with grades or status of P, W or I are not figured in the grade-point average.

Pass/No Record. Specified courses are offered only on a Pass/No Record basis. Such specification is noted in the individual course description. Unless specified, a graduate course may not be taken on a Pass/No Record basis. Pass in a graduate course is equivalent to A or B.

Incomplete Status. A status of Incomplete (I) is given only if a student is passing the course and has a justifiable reason for not completing the work. This status must be changed within one year of the end of the term in which the status was recorded by completing the stipulated work. Otherwise, the instructor or the registrar may change the status as appropriate. No student with a status of "I" may receive a degree. Neither credit hours nor grade points are awarded for a course whose status is "I".

When a faculty member assigns a status of "I" in a course for a student, the faculty member must complete the appropriate form in the registrar's office.

Drop and Add

When a course is dropped there is no record of that registration, and no charge is incurred for that course. Students who drop all courses at Queens College in their first semester of attendance will not have matriculated into the College.

The drop and add period is limited. To drop or add a course, the student must contact the registrar's office to complete the appropriate form(s). After the drop/add period has ended, a student leaving a class must withdraw from the course and receive a status of "W."

Withdrawal from a course

The deadline for course withdrawal is published each term in the graduate term calendar. The withdrawal dates for tuition refund differ from the withdrawal deadline for a status of "W." Each term, the business office publishes a refund schedule, available at registration.

A student who simply stops attending classes during the semester will receive a grade of F for the course.

Records of progress

The College maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each academic term.

Transfer of courses

At admission. Generally, no more than six semester hours (two courses) of graduate work may be transferred from another accredited institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credit is dependent upon the specific course under consideration, which will be evaluated in terms of content, level and equivalency to the course in the Queens graduate program.

After admission. After students have been admitted to a graduate program, they must request prior approval from the graduate student advisor to receive credit for transferred courses. Normally, graduate students may take courses at another accredited institution for transfer if the courses are equivalent to, or supplemental to, those offered in Queens' graduate programs. Courses are accepted for transfer only with prior permission and with a grade of B or better. Ordinarily, no more than six hours of graduate credit are accepted in transfer work. An official transcript of work done at another institution must be sent to the registrar for any course taken at another institution. Any grade received from another institution will not be included in the Queens grade-point average.

Student qualifications committee - Graduate

The faculty has established standards of satisfactory academic progress which are administered by its Graduate Student Qualifications Committee. At the end of each term, this committee reviews the academic record of each student who is in academic difficulty.

Academic probation and dismissal. A graduate student who earns an F in any course will be subject to dismissal from the college.

Students will be placed on probation if they earn a grade of C in two graduate courses, or if their grade-point average falls below 3.000.

The records of students placed on academic probation will be reviewed by the committee at the end of the subsequent term. To be removed from probation, the student's cumulative record must be at least 3.000 and the student must not have more than two grades below B on the academic record. If students cannot be removed from probation, they are subject to academic dismissal from the College.

Students admitted on academic probation must meet the terms of probation set by their admission letter, which may vary, in order to be allowed to continue in the program.

Readmission to a graduate program. A student dismissed from a graduate program may apply for readmission after an absence of at least one term. A readmission application must be submitted to the office of graduate admissions along with a personal statement concerning the student's goals and accomplishments since leaving Queens and expectations of future success at Queens. The application will be submitted to the Graduate Student Qualifications Committee for action. A student readmitted to a graduate program following academic dismissal is normally placed on academic probation.

Graduation requirements

Students may receive a graduate degree only after meeting all of their program requirements. A grade-point average of 3.000 or better is required in all graduate course work. No more than six extra hours (two courses) may be taken for the purpose of increasing the student's grade-point average to the required level. No course with an assigned grade below C may apply toward degree requirements.

Declaration of intent to graduate

It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the registrar's office no later than the first day of class in the term in which degree requirements will be completed.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term.

Withdrawal from the College

- **By the Student.** A student who wishes to withdraw from the College should notify the registrar's office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as W. A student who simply stops attending classes will receive a grade of F for all courses.
- **By the College.** If a student does not register for a course for two consecutive terms, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Readmission of graduate students

Inactive students who were in good standing who wish to re-enroll should do the following, as appropriate:

Former students who have not enrolled elsewhere since leaving Queens and who are in good academic standing must submit only an application.

Former students who have attended another college since leaving Queens must submit transcripts from all colleges attended and an application.

Readmitted students adhere to the requirements of the Catalog at the time of re-entry.

Leave of absence

Graduate students may be granted a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the graduate student advisor. Students who return on the agreed-upon date re-enter the program with the same status held at the time they left. Students who do not obtain a formal leave of absence, or those who do not return in the agreed-upon terms, shall be considered withdrawn from the College and will have to reapply to gain readmission.

Variations in degree requirements

Any change in degree requirements must be approved by the Graduate Student Qualifications Committee.

Honor Code

The Honor Code is part of Queens' commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the College community with an atmosphere of mutual trust among students, faculty and administration. The code applies to all phases of life at the College and is binding on all members of the College community. A student's signature on the application for admission to the College indicates understanding and acceptance of the Honor Code stated below:

As a member of the Queens College community, I do hereby resolve to uphold the Honor Code of the College and endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the propterty of others and absolute honesty in the performance of all academic work. Realizing that the Honor Code places upon me demands as well as privileges, I resolve to report any student, including myself, who may violate any of the principles of the Honor Code. I undestand the Honor Code and realize that a plea of ignorance will not be accepted by the College community.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft and academic dishonesty. Suspected violations of the Honor Code should be reported to the dean of the McColl School of Business and resolution of charges of violation will be dealt with by the dean.

COURSE DESCRIPTIONS

Foundation courses

BUSN 502 Financial Accounting

This course introduces accounting principles, including income-statement analysis, balance-sheet analysis, cash flow and financial statement analysis and the use of accounting information in a case based format. Pass/ No Record grading with Pass = B or better. 3 Hrs.

BUSN 503 Survey of Marketing and Management

This course introduces selected topics from marketing management and the principles of general management. The marketing topics are related to the planning, coordination and evaluation of product design, promotion, distribution and communication activities in modern corporations. The general management topics emphasize strategic planning and the coordination of human resources. Pass/No Record grading with Pass = B or better. 3 Hrs.

BUSN 516 Economic Analysis I

The application of microeconomic theory to managerial decision-making seeks to answer basic resource-allocation questions. The course is designed to provide the student with an ability to view resource-allocation problems within a framework of shareholder wealth maximization. Included are price and output decisions of the firm under various market conditions such as pure competition, monopoly, oligopoly and monopolistic competition. Pass/No Record grading with Pass = B or better. 3 Hrs.

BUSN 522 Finance I

This course introduces the basic concepts, principles and analytical techniques in financial management. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, elementary capital budgeting and cost of capital, and the nature of long-term sources of funds. Analysis of risk in financial decisions includes probability distributions, statistical inference and introduction to regression and correlation. Pass/No Record grading with Pass = B or better. Prerequisite: BUSN 502 and BUSN 516. 3 Hrs.

CORE COURSES

BUSN 605 Law and Business

This course will examine the relationship between business and the complex network of state and federal laws and regulatory agencies. It is designed as a study of the legal and ethical environment of business. Topics will include the development of the law and the legal system, regulatory law and regulatory agencies, commercial law basics and the fundamentals of applied business ethics. Specialty topics will include employment and labor law, environmental law, litigation/risk management, insurance and others. 3 Hrs.

BUSN 608 International Business

This course will focus on the principal aspects of conducting business in the international context, the politico-legal context, marketing and management implications, and international economic and financial issues. The objective is to show similarities as well as differences between domestic and international business practices, and to provide a perspective from which to analyze business problems in the international context. Prerequisite: BUSN 503. 3 Hrs.

BUSN 610 The Management of Organizations

This course focuses on the management of human behavior in work environments. It includes the development, design, operation and control of activities necessary to generate the goods and services of profit and nonprofit organizations, as well as considering the personal dynamics of individuals, groups and organizations. Major topics include motivation, stress, career process, leadership, decision making and conflict management. Prerequisite: BUSN 503. 3 Hrs.

BUSN 615 Economic Analysis II

A macroeconomics course which studies the problems of inflation, unemployment and economic growth and the policies for dealing with these problems Prerequisite: BUSN 615. 3 Hrs.

BUSN 620 Managerial Accounting

This course examines the ways in which accounting enables managers to operate effectively through the use of analysis and information as the foundation for managerial decision-making. Topics include cost-volume-profit relationships, cost behavior patterns, flexible budgets and standards for control, relevant costs, capital budgeting and the impact of taxes on management planning. Prerequisites: BUSN 502. 3 Hrs.

BUSN 622 Finance II

This course examines the financial function and how it relates to other functions of the business firm including how financial decisions can further the basic enterprise's goal of wealth maximization. The student will explore in-depth controversial conceptual problems. This course focuses on the various concepts for manager decision-making under uncertainty, optimum financial structure, cost of capital and asset management. Prerequisites: BUSN 522 and BUSN 620. May not be taken concurrently with BUSN 620. 3 Hrs.

BUSN 630 Marketing Management

This course is designed to acquaint the student with techniques in defining a target market and specifying a marketing mix to satisfy that target. The main point of emphasis is that marketing is a total system of business action rather than a fragmented assortment of functions and institutions. The structure of the course is the case approach, which requires the student to use principles of marketing in the analysis of business problems. Prerequisite: BUSN 503. 3 Hrs.

BUSN 635 Decision Science

This course develops a generalized framework for investigating all types of decision problems. The study includes various quantitative methods appropriate to an analysis of these types of problems, including decision trees, linear programming, transportation and assignment problems, inventory control, queuing theory, simulation, PERT-CPM and game theory. Prerequisites: BUSN 522. 3 Hrs.

BUSN 650 Business Policy

This is the capstone course of the MBA program in which the emphasis is on the strategic planning necessary for an organization to define and achieve its overall objectives. Cases include problems in which economic, moral, personal, social and political factors are involved. A major theoretical or practical project is required. The final exam of the course is comprehensive and is designed to evaluate overall synthesis of content of the foundation and core courses. The capstone course may not be transferred from another institution. Prerequisites: All other core courses. 3 Hrs.

ELECTIVES

BUSN 652 Technology Management

The objective of this course is to develop a management strategy appropriate for dealing with an accelerating stream of technological innovation. Major topics include information systems, EDI, networks and telecommunications, expert systems and artificial intelligence, as well as the impact of technology on issues of ethics and privacy. 3 Hrs.

BUSN 654 Business Society and Ethics

This course investigates the relationship between business and its environment. Cases examine social responsibility as a strategy and highlight the interests of "stakeholders"—shareholders, employees, customers, government, society and others—within a legal and ethical framework. The course is based on the assumption that students have completed at least half of the required courses in the MBA program. 3 Hrs.

BUSN 656 Production/Operations Management

This course is designed to teach the student to manage the operating systems of organizations. Course topics include process selection, facilities planning, operations planning, operations control and technological changes. Prerequisite: BUSN 635. 3 Hrs.

BUSN 658 Investment Analysis and Portfolio Management

This course includes the study of capital market theory, the balance between risk and return, rates of return required by investors and the study of betas in the capital asset pricing model, all examined from the viewpoint of the private investor. Prerequisite: BUSN 622. 3 Hrs.

BUSN 660 Communications

This course is designed to increase and maximize communication ability and skills required for the professional manager. It includes instruction in written and oral presentations and reports as well as extensive practice in both mediums, including oral presentations and at least two 500-word papers. Where possible, speakers from business and industry will be invited to discuss problems encountered in management and executive-level communications. 3 Hrs.

BUSN 662 Capitalism and Its Origins

What is capitalism? When, where, why and how did it arise? What are its costs and benefits? What are the alternatives to capitalism? This is a course in political economy. It aims to foster clear and dispassionate analysis of volatile issues arising from the impact of a market economy on aspects of contemporary life. 3 Hrs.

BUSN 664 Legal Environment of Business

Focusing on strategy implications, this course will examine the legal, regulatory, political, ethical and social environment of business. Using a case approach, the course builds on a foundation of legal basics, helping practical managers analyze issues and operate within the external framework of their business. Prerequisite: BUSN 605. 3 Hrs.

BUSN 668 Money and International Finance

This macroeconomics course builds on Economic Analysis II. It is a more in-depth look at the role of money in a modern economy, the international market for currencies, hedging and speculation in international finance, exchange rates and the effect of international money movements on domestic economic activity. Prerequisite: BUSN 615. 3 Hrs.

BUSN 670 Specialized Topics in Business

Topics will be announced for each term offered. Possible offerings include: International Economics, New Venture Strategies, Organizational Development and Strategic Planning. May be repeated with different subtitles for a total of no more than nine credit hours toward the MBA degree. 3 Hrs.

BUSN 680 Independent Study

This course requires independent reading and investigation of literature relevant to a specific topic or area of business. Students must complete and have approved a proposal for an Independent Study on a form available in the graduate programs office, prior to registration for this course. This course may be repeated for a maximum of six credit hours. 1, 2 or 3 Hrs.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA) PROGRAM

The EMBA Program provides an opportunity for middle- and upper-level managers to develop the skills and attitudes necessary for effective management careers.

ADMISSION

To be admitted to the EMBA Program, the applicant must have demonstrated success in business and significant managerial potential. Interested students should contact the executive MBA program office in the Dana Building at 337-2489 for more information.

TUITION AND FEES

The following basic tuition was established for the EMBA class entering January 1998:

Tuition, fees, books, materials per year	$15,500

Tuition is subject to change for subsequent classes.

Rates for summer study abroad varies and, at present, are in addition to the tuition.

Payment regulations

Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the catalog.

1. Tuition and fees, less financial aid awarded, are due and payable by February 20th and August 20th. Payments are accepted via check, cash, MasterCard or Visa.
2. Students are not permitted to continue classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the college throughout the terms of matriculation.
3. Diplomas, certificates and transcripts are issued only when the student's account has been paid in full.

Withdrawal and Financial Obligations

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the Director of of the Executive MBA program.

Withdrawal—academic ineligibility. A student determined by the Graduate Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

FINANCIAL AID

Queens makes every effort to meet the financial needs of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

Federal programs

Application Procedures. Students begin the process of applying for all loans and grants by submitting the Free Application for Federal Student Aid (FAFSA) to the federal central processor. Three to four weeks later, if the student listed Queens College's Title IV Code (002957) on the FAFSA, Queens will receive the analysis of the FAFSA application. A copy of the appropriate year's Federal Income Tax Return may be required for verification purposes, as well as other documentation as requested.

Students must complete the FAFSA each year. The amount offered may vary from year to year depending upon availability of funds and need of students.

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guaranty agency and reinsured by the federal government. Students must repay this loan.

Students may qualify for a subsidized Federal Stafford Loan, which is based on financial need, but students also may borrow an unsubsidized Federal Stafford Loan regardless of need. It's possible for a student to have a Federal Stafford Loan partly based on financial need and partly not on need. Contact the Financial Aid Office for applications and additional information.

Executive MBA Fellowships

Fellowships are available to students for degree candidacy in the Executive Master of Business Administration program. These fellowships, sponsored by the Blumenthal Foundation, seek to recognize outstanding not-for-profit executives who have distinguished themselves academically and professionally, and who have a deep sense of humanitarian concern.

The Blumenthal Fellowships for not-for-profit executives are based on past academic achievement, scholarly promise, personal achievement, outstanding character, and leadership potential.

Applicants for the fellowships are accepted throughout the year with awards made annually. Candidates for the awards will be invited to the Queens College campus for personal interviews with the Selection Panel. The recipients will be announced prior to the beginning of classes in January.

The fellowship may be renewed for a second year providing the student remains in good status.

DEGREE REQUIREMENTS

The program includes a predesigned two-year sequence of courses meeting all day on alternating Fridays and Saturdays during the academic year. There are two summer projects as well which can include an opportunity for evaluating management styles in Europe, Asia and Latin America through business study tours. The curriculum is the equivalent of 60 credit hours.

ACADEMIC POLICIES

Registration.

All students are expected to register with the executive MBA office each term at the time and place announced.

Evaluation system

Graduation requirements are based on the satisfactory completion of all courses of study outlined within the structured curriculum.

The evaluation of a student's work in a given term is determined on the basis of reports, case presentations, class and study group participation and project work, and is the result of a joint decision of the entire EMBA Program faculty as well as peer evaluation.

Incomplete status

An "I" status automatically becomes a grade of F if the student fails to satisfactorily make up incomplete work within one year of the completion of the term for which the student's work has been deemed incomplete. At the discretion of the Graduate Student Qualifications Committee, a student who withdraws may be permitted to return to the program within one calendar year.

Withdrawal from the program

A student who wishes to withdraw from the program should notify the executive MBA office and complete the appropriate form. Upon withdrawal from the program, the grade for the term in progress will be recorded as "W" (withdrawal).

Administrative withdrawal

If a student fails to register for a term while still a degree candidate in the EMBA Program, the student will be administratively withdrawn from the program. Also, a student who simply stops attending classes (i.e., four weeks consecutively or four consecutive classes from an individual discipline) will be administratively withdrawn from the program. Any administratively withdrawn student must contact the executive MBA office to be considered for readmittance.

Queens College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Eligibility to continue

The graduate faculty of Queens College determines the academic standards which are administered by the Graduate Student Qualifications Committee. This committee reviews each case of academic difficulty to determine the appropriate action and academic status for the graduate student.

Continuation in the EMBA Program is based on the qualitative recommendation of the program faculty based on the student's individual performance as outlined under "Evaluation System." Should the program faculty evaluate a student's performance as unacceptable, the faculty will refer the evaluation to the Graduate Student Qualifications Committee with a recommendation that the student be placed on academic probation. A student on academic probation will be reviewed by the entire program faculty by the end of the subsequent term. Removal from probation is approved by the Graduate Student Qualifications Committee on the recommendation of the program faculty.

Students who do not receive a recommendation from the program faculty for removal from probation will be subject to dismissal from the program.

Transfer regulations

No outside courses will be considered for transfer credit. Should a student withdraw from the program and wish to attempt to transfer his or her completed course progress to another institution, a credit-hour description of the student's completed course work can be made available through the executive MBA office.

Leave of absence

An EMBA student can be granted a leave of absence for one calendar year only. A request for a leave of absence should be sent in writing to the dean of the McColl School of Business with a copy to the executive MBA office. Students who return on the agreed-upon date will re-enter the program with the same status held at the time they left. Students who do not obtain a formal leave of absence will be considered withdrawn from the program and will have to reapply to gain admission.

Time limit

The EMBA Program must be completed within five years of the student's first day of classes.

Graduation requirements

Students may graduate from the EMBA Program only after fulfilling all of their special project assignments and the entire two-year sequence of courses and project work.

Variations in degree requirements

Any change in degree requirements must be approved by the Graduate Student Qualifications Committee.

Record of immunization

North Carolina law requires students who matriculate for a class which starts before 4 P.M., including weekend classes, to present valid certificates of immunization to the College at, or prior to, matriculation unless the student is exempt from the law.

Since EMBA students will be enrolled in classes that begin before 4 P.M. on weekdays and weekends, they must furnish proof of immunization. Contact current or past physicians to get proof of immunization or to begin immunizations. An EMBA student will be exempt from this law if an exemption is granted for medical or religious reasons.

Immunization requirements

For students born in 1957 or later (and who are at least 18 years of age):

- 3 DPT or Td doses. One Td dose must have been within the last 10 years
- 2 measles (Rubeola) doses on or after first birthday
- 1 Rubella (German Measles) dose
- 1 mumps dose on or after first birthday

For students born prior to 1957:

- 3 DPT or Td doses. One Td dose must have been within the last 10 years
- 1 Rubella (German Measles) dose. This is not required for students age 50 and older
- 1 mumps dose on or after first birthday

Any EMBA student who does not present valid proof of immunization or exemption must be immunized within 30 days of orientation. Students who fail to comply will not be allowed to continue classes.

Forms which students may provide their physicians to certify immunization are available in the health center. Students may also call the health center at 704-337-2220 to schedule an appointment for immunizations or to receive further information.

Honor Code

The Honor Code is part of Queens' commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the College community with an atmosphere of mutual trust among students, faculty and administration. The code applies to all phases of life at the College and is binding on all members of the College community. A student's signature on the application for admission to the College indicates understanding and acceptance of the Honor Code stated below:

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Violations of the Honor Code include, but are not limited to, cheating, lying, theft and academic dishonesty. Suspected violations of the Honor Code should be reported to the dean of the McColl School of Business and resolution of charges of violation will be dealt with by the dean.

CURRICULUM

EMBA 6001 Segment I—Analysis and Decision

Segment I provides an orientation to the program and to the concepts and analytical tools of management. By the end of the segment, students will be familiar with basic analytical concepts and will have a general understanding of the application of such concepts to concrete problem-solving and decision-making. The segment includes Relevant Costs and Financial Accounting, Tradeoff and Process Analysis, Marketing Management, Organizational Behavior, Microeconomics, Decision Structure and Probability Assessment, Law and Ethics: The Basics. 12 Hrs.

EMBA 6002 Segment II—International Experience or Team Community Project

In Segment II, students choose to participate either in a consulting project that addresses a managerial problem within a not-for-profit organization or in a hands-on exploration of the business environment of Asia, Europe, Latin America, or North America. 6 Hrs.

EMBA 6003 Segment III—Anatomy of the Enterprise

Segment III provides an understanding of organizational structure and operation. The segment further develops the use of analytical concepts and investigates the integrated nature of the organization by examining the interrelated flow of cost, funds, materials and products. The segment includes Cost Accounting, Current Operation, Working Capital Management, Forecasting Models and Regression Analysis, Materials Management and Capacity Planning, The Market Environment, Human Resource Management, Macroeconomics, Audience Strategy, Managing Internal and External Risk. 12 Hrs.

EMBA 6004 Segment IV—Control and Development of the Enterprise

The examination of the enterprise expands the integrated business functions and begins the study of the external environment; advances the larger concepts of rationalizing, controlling and developing the organization's activity and begins to develop the strategic relationship of the enterprise to its environment. The segment will include Management Accounting, Capital Budgeting and Investments, New Technology Management and Operating Strategies, Marketing Strategy and Planning, International Economics, Formulation of Competitive Strategy, Information Technology Management, Internal and External Communication, Legal and Societal Environment. 12 Hrs.

EMBA 6005 Segment V—International Experience, Team Community Project or Sponsor Project

Students choose to participate either in a consulting project which addresses a managerial problem within a not-for-profit organization or in a hands-on exploration of the business environments of Asia, Europe or Latin America. In their second year, students also have an opportunity to design an individual project, applying their learning experience to a current management problem with corporate-wide implications. 6 Hrs.

EMBA 6006 Segment VI—Strategic Management in a Dynamic and Competitive Environment

Segment VI extends the concept of controlling and directing the enterprise into the relationship between the organization's internal environment and its highly competitive and rapidly changing external environment. The segment includes Budgeting; Responsibility, Accounting and Control; Capital Structure and Financial Strategy; The Marketing Process; History of Capitalism; Competitive Decision and Negotiation and Bargaining; Competitive Advantage of Nations and Firms; Corporate Communication; Political and International Environment. 12 Hrs.

QUEENS COLLEGE PERSONNEL

** HA = honorary alumnus*

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Robert Hett Chapman, 1872–1875
Stephen Taylor Martin, 1875–1878
William Robert Atkinson, 1878–1891
Lily W. Long, 1891–1899
James R. Bridges, 1899–1911
John Livy Caldwell, 1911–1916
James R. Bridges, acting, 1916–1917
Henry Clay Evans, 1917–1918
William Anderson, acting, 1918–1921
William Henry Frazer, 1921–1939
Hunter Bryson Blakely, 1939–1950
McAlister Carson, acting, 1950–1951
Charlton Coney Jernigan, 1951–1953
Herschel Hill Everett, acting, 1953–1954
Edwin Ruthven Walker, 1954–1965; acting, 1965–1967
John Edwin Smylie, 1967–1974
Alfred O. Canon, 1974–1977
Billy O. Wireman, 1978–present

ADMINISTRATION

Office of the President

Billy O. Wireman, President and Professor of Management and Education
Tamara Leavell, Executive Assistant to the President and Assistant Secretary to the Board of Trustees
J. Diane Mowrey, Chaplain and Associate Professor of Religion
Mary Beth Vicknair, Executive Staff Secretary

ACADEMIC AFFAIRS

Vacant, Vice President for Academic Affairs
Ruth Ann Engle, Director of the College of Arts and Sciences and Assistant to the Vice President
Vacant, Coordinator of CAS Academic Advising
Anne Ashworth, Secretary
Melanie Cashio, Administrative Assistant

Athletics

Dale R. Layer, Athletic Director and Head Coach, Men's Basketball
Chrystle L. Baker, Women's Volleyball Coach and Instructor of Physical Education
Jeannie King, Head Coach, Women's Basketball
Joseph "J.D." Kyzer, Women's Soccer Coach
Fred Norchi, Men's Soccer Coach
Phyllis Pharr, Women's Tennis Coach and Associate Professor of Physical Education
Charles Gordon, Men's Tennis Coach
Jeff Aumend, Women's Softball Coach and Sports Information Director
Paul Buchanan, Men's Golf Coach
Kelly Wasik, Trainer
Annette Saunders, Equestrian Team Coach

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Brooke Armstrong, Coordinator
Mary Bass, Secretary

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Rosemary H. Arneson, Director
Kathleen Murray, Serials Document Librarian
Lawrence Turner, Public Services Librarian
Paula Brown, Collection Management Assistant
Colleen Turnage, Cataloging Specialist
Jean Reed, Circulation Assistant

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Lindsay Wallace, Secretary to CORE and International Experience Programs
Millicent R. Woods, Secretary to the Division of Nursing

Pauline Lewis Hayworth College

Darrel L. Miller, Dean of Pauline Lewis Hayworth College and Graduate Programs, and Assistant Professor of Business
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Hayworth College Admissions

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Jeff Sossamon, Coordinator

International Experience Program

William A. Thompson, Director
Melisa C. Boris, Assistant Director

Internships and Career Programs

Carol Walker Jordan, Executive Director
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Laura McCarthy, Coordinator
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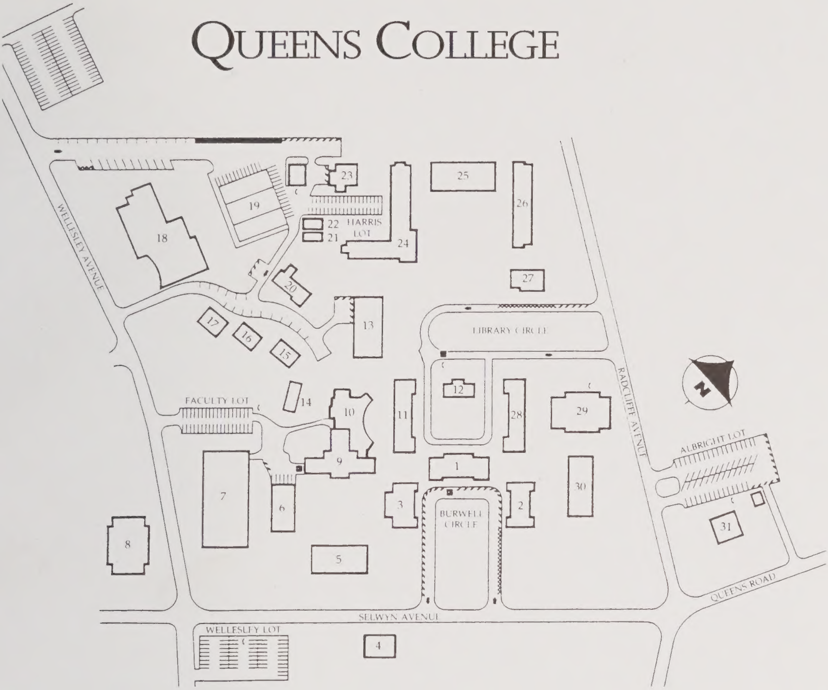

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2. Jernigan Building (Business Office)
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4. Withers House
5. Walker Science Building (Computing Services)
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